



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006890

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **X** Date: **05/01/19** PO Method: **AT** Dispatch: **Dispatch** Rev Dt: **Via Print**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: TEJAS OFFICE PRODUCTS, INC
1255 W 20TH ST
HOUSTON TX 77008-3315
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1760032427 5

Purchaser: Rodrigo Garcia
Phone: 512/465-4181
Fax: 512/465-5641
Email: Rodrigo.Garcia@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Change Orders:

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@txdmv.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

TxSmartBuy Purchase Order: 19113334

This purchase order was processed in accordance with contract: TXMAS-18-7506.

Supplier contact information: Shelley Tousignant, (713) 864-6004, CSR@tejasoffice.com

TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov

Authorized Signature

Rodrigo Garcia

05/01/2019



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006890

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Skilcraft Pocket Highlighter, Chisel Tip, Yellow, 12/PK	620/90	5.0000	EA	\$11.25000	\$56.25	05/03/2019
						Schedule Total	\$56.25
						ReqID: 0000007600	
						Item Total for Line # 1	\$56.25
2- 1	Skilcraft Lead Refills F/Mechanical Pencils .5m 12/Tube	620/60	5.0000	EA	\$1.20000	\$6.00	05/03/2019
						Schedule Total	\$6.00
						ReqID: 0000007600	
						Item Total for Line # 2	\$6.00
						Total PO Amount	\$62.25

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature
Rodrigo Garcia
05/01/2019



Purchase Order

PO No. 19113334

Order Date: 5/1/2019

Internal Tracking No.: 0000006890

Contractor Info

Tejas Office Products, Inc. - Austin
17600324275
2314 Rutland Dr
Austin, TX 78758

(713) 864-6004

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
4000 JACKSON AVENUE
AUSTIN TX 78731

NOTE TO CONTRACTOR: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov

Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Rodrigo Garcia	Rodrigo.Garcia@TxDMV.gov	(512) 465-4181

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	62090	752001451227 2	Pocket Highlighter, Chisel Tip, 12/ Pk, Fl Yellow Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/3/2019 MPN: 0014512272 Manufacturer Name: SKILCRAFT	5	DOZ	11.25	\$56.25
2	62060	751001317642 1	Lead Refills, F/ Mechanical Pencils, .5Mm, 12/Tube, Bk Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/3/2019 MPN: 0013176421 Manufacturer Name: SKILCRAFT	5	TUBE	1.20	\$6.00

Total \$62.25