



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006908**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **05/09/19** PO Method: **SP** Dispatch: **Dispatch Via Print** Rev Dt:

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

**Vendor:** P D MORRISON ENTERPRISES INC  
DBA PDME INC  
BUILDING 2 STE 208  
1120 TORO GRANDE DR  
CEDAR PARK TX 786136974  
**United States**

**Ship To:** 1P13 - Fort Worth Region  
2425 Gravel Dr.  
Fort Worth TX 76118  
United States

**Vendor ID:** 1742695260 6

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Purchaser:** Sarah Marie Gresham  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Sarah.Gresham@txdmv.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Office supplies for the TxDMV Fort Worth Regional Service Center  
Per State of Texas Pricing.

Vendor shall place purchase order number on each carton and shipping label.

TxDmv Contact:  
Christy McDaniel  
(817) 285-1512  
Christy.McDaniel@TxDMV.gov

Vendor Contact:  
Anna Vargas  
1 (800) 723-3345 Ex 111  
avargas@pdme.com

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.

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCED*

**05/09/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Master Caster Big Foot Doorstep, No Slip Rubber Wedge, 2 1/4w X 4 3/4d X 1 1/4h, Gray, 2 Pack. Item# MAS00972	450/26	1.0000	PAK	\$7.78000	\$7.78	05/24/2019
						Schedule Total	\$7.78
						ReqID:	0000007641
						Item Total for Line # 1	\$7.78
2- 1	Duracell CopperTop Alkaline Batteries, 9V, 4/PK. Item# DURMN16RT4Z	450/06	1.0000	PAK	\$16.13000	\$16.13	05/24/2019
						Schedule Total	\$16.13
						ReqID:	0000007641
						Item Total for Line # 2	\$16.13
3- 1	Xstamper Refill Ink for Xstamper Stamps, 10ml-Bottle, Black. Item# XST22112	615/60	10.0000	EA	\$4.58000	\$45.80	05/24/2019
						Schedule Total	\$45.80
						ReqID:	0000007641
						Item Total for Line # 3	\$45.80
						Total PO Amount	\$69.71

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.

Authorized Signature  
*Sarah M. Gresham, CTCM, CTCB*  
05/09/2019



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

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCB*

**05/09/2019**