



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007190**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **X** Date: **08/16/19** PO Method: **AT** Dispatch: **Dispatch Via Print** Rev Dt:

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

**Vendor:** WORKQUEST  
 1011 E 53rd St  
 AUSTIN TX 78751  
 United States

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

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

**Vendor ID:** 1741976051 1

**Purchaser:** Jonathan Mays  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Jonathan.Mays@txdmv.gov

**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.

TxDMV Contact: Debbie Rohrer / Debbie.Rohrer@txdmv.gov / (512) 465-4111  
 TxSmartBuy PO# 19159115  
 This PO refers to Contract: 080-A2  
 Contractor: WorkQuest (formerly TIBH)  
 Contact Name: Audrey Cedillo  
 Email: Smartbuy@Tibh.Org  
 Phone: (512) 451-8145  
 Address: TIBH 1011 East 53 1/2 Street Austin TX 78751

**Authorized Signature**

*Jonathan Mays*

**08/16/2019**



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007190**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Award Plaque, 8.5' x 11' Document, clear cover. Walnut grain	080/78	12.0000	EA	\$12.14000	\$145.68	08/16/2019
						<b>Schedule Total</b>	<input type="text" value="\$145.68"/>
				<u>ReqID:</u> 0000007870			
Plaque to be used as internal signage around Jackson St Campus.						<b>Item Total for Line # 1</b>	<input type="text" value="\$145.68"/>

**Total PO Amount**

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

*Jonathan Mays*

08/16/2019

**Texas Department of Motor Vehicles  
Requisition**

**Business Unit** 60800      **Origin** FAS      **Requestor** Debbie Rohrer      **BCM Status** Valid

**Requisition ID** 0000007870      **Status** Approved      **Requestor Phone**      **Req Approval Date** 07/08/2019

**Requisition Date** 06/26/2019      **Description** Office supplies award plaque

**HEADER COMMENTS:**

Office supplies and plaques

Plaques are for interchangeable signage.

Line	Description	UOM	Qty	Price	Amount	Line Status
1	Award Plaque, 8.5' x 11' Document, clear cover. Walnut grain	EA	12	12.14	145.68	Approved

  

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			080	65	Rodrigo Garcia

**Schedule 1    Schedule Amount 145.68**

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	733400	0010	302001		31119	2019			145.68	Finance and Admin Services Div

**Line Nbr    Comments**  
1    <<Plaque to be used as internal signage around Jackson St Campus.>>

Line	Description	UOM	Qty	Price	Amount	Line Status
2	Standard Battery AA Alkaline Pk 36	EA	2	25.88	51.76	Approved

  

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			450	06	Rodrigo Garcia

**Schedule 1    Schedule Amount 51.76**

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0010	302001		30901	2019			51.76	Finance and Admin Services Div

**Line Nbr    Comments**  
2    <<Please see attachment for additional information.>>



# Purchase Order

## PO No. 19159115

Order Date: 8/16/2019

Internal Tracking No.: 0000007190

**Contractor Info**

WorkQuest (formerly TIBH)  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**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: Debbie Rohrer / Debbie.Rohrer@txdmv.gov / (512) 465-4111

**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	Jonathan Mays	jonathan.mays@txdmv.gov	(512) 465-4199

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	08065	08065571104	<b>Award, Plaque, 8.5" x 11" Document, Clear Cover, Recycled Material, Qty: 12-119</b> Attribute 1: Walnut Grain-08065571104-1 Contract: 080-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/30/2019	12	EACH	12.14	\$145.68

**Total \$145.68**