



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007206  
 Purchase Order Change Notice (# 2)

Payment Terms: **NET30** Freight Terms: **See Detail Below** Ship Via: **VNDR** PCC: **E** Date: **08/20/19** PO Method: **SP** Dispatch: **Dispatch Via Print** Rev Dt: **08/27/19**

**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:** 1P16 - Houston Region  
 2110 E. Governors Circle  
 Houston TX 77092  
 United States

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

**Vendor ID:** 1742695260 6

**Purchaser:** Shawn C Goodnight  
**Phone:** 512/465-4197  
**Fax:** 512/465-5641  
**Email:** Shawn.Goodnight@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.

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

Per State of Texas pricing.

**TxDmv Contact:**

Jesica Geter  
 Jesica.Geter@TxDMV.gov  
 (713) 316-6133

**PDME Contact:**

Anna Vargas  
 avargas@pdme.com

POCN #1 by S. Goodnight 8/21/2019: Per the vendor, corrected item number for line #4.

POCN #2 by S. Goodnight 8/27/2019: Per the vendor, Lines 1 2 are out of stock and suggested a substitute item. Requestor agreed. Line 2 reflects the new, substituted item that replaces the current items in Lines 1 2. Line 1 has been deleted.

**Authorized Signature**

*S Goodnight*

**08/27/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MMF Industries, Secure-A-Pen, Pen with Base, Blue Ink, Medium, SP# MMF28908	620/80	25.0000	EA	\$2.53000	\$0.00	<b>CANCEL</b>
						Schedule Total	\$0.00
						Item Total for Line # 1	\$0.00
2- 1	Snap-on Refill Pen for Preventa Standard Counter Pen, Medium Point, Black Ink. SP# PMC 05058	620/80	30.0000	EA	\$1.72000	\$51.60	08/28/2019
						Schedule Total	\$51.60
						ReqID: 0000007795	
						Item Total for Line # 2	\$51.60
3- 1	Carbonless Paper Rolls, Impact Printing, 2-Ply, 2-1/4"X 70', 10/Pk, SP #PMC09325	615/03	3.0000	PKG	\$16.96000	\$50.88	08/28/2019
						Schedule Total	\$50.88
						ReqID: 0000007795	
						Item Total for Line # 3	\$50.88

Authorized Signature

*S Goodnight*

08/27/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Standard Chisel Point Staples, 210/Strip, 1/2" x1/4", 5,000/BX, Silver, Item #UNV79000VP	615/81	15.0000	EA	\$3.14000	\$47.10	08/28/2019
						<b>Schedule Total</b>	<input type="text" value="\$47.10"/>
				<u>ReqID:</u> 0000007795			
						<b>Item Total for Line # 4</b>	<input type="text" value="\$47.10"/>
						<b>Total PO Amount</b>	<input type="text" value="\$149.58"/>

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  
*S Gosdnight*  
08/27/2019