



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20001873
 Business Unit # 60800
 Purchase Order # 0000007359
 Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **A** Date: **09/16/19** PO Method: **6/19** AT Dispatch: **Dispatch Via Print** Rev Dt: **09/16/19**

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

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Workquest:
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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: 20001783

This purchase was processed in accordance with contracts: 645-A1

TxDMV Contact: Monica Hernandez, (512) 465-1261, Monica.Hernandez@TxDMV.gov

Supplier contact information: Audrey Cedillo, email: Smartbuy@tibh.Org, phone: (512) 451-8145

POCN#1 by Rodrigo Garcia on 09/16/2016. TxSmartbuy Purchase order: 20001784 was cancelled and issued TxSmartbuy Purchase order: 20001873.

This change was made due to an item suggestion by the supplier. The suggested item may be delivered on September 18, 2019 as the end user requested.

Authorized Signature

Rodrigo Garcia

09/19/2019



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20001873
Business Unit # 60800
Purchase Order # 0000007359
Purchase Order Change Notice (# 1)

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS,; WorkQuest #64521411718	645/21	30.0000	CTN	\$43.21000	\$1,296.30	09/18/2019
						Schedule Total	\$1,296.30
				ReqID:	0000008176		
12 cartons by Blake's office 12 cartons by Purchasing 6 cartons - CFO Suite						Item Total for Line # 1	\$1,296.30
						Total PO Amount	\$1,296.30

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
09/19/2019