



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20001935
 Business Unit # 60800
 Purchase Order # 0000007363

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **A** Date: **09/1** PO Method: **7/19** AT Dispatch: **Dispatch** Rev Dt: **Via Print**

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

Vendor: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

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

Vendor ID: 1043390816 6

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Monica C Hernandez
Phone: 512/465-1261
Fax: 512/465-5641
Email: Monica.Hernandez@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

TexasSmartBuy Purchase Order Number 20001935 (attached)

Contract Type: Term
 Contract Number: 615-A1

TxDMV Contact
 Veronica Whitaker
 Veronica.Whitaker@TxDMV.gov
 (512) 872-8111

Vendor Contact
 Patricia Cano
 scchalifax@staples.com
 (512) 426-3074

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

Monica Hernandez

09/19/2019



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20001935
Business Unit # 60800
Purchase Order # 0000007363

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Stapler, Full Strip, 1/4", 20 Sheets Capacity, Freight Included; Commodity Code: 60588404897	605/88	7.0000	EA	\$3.56000	\$24.92	09/18/2019
						Schedule Total	\$24.92
				ReqID:	0000007987		
						Item Total for Line # 1	\$24.92
						Total PO Amount	\$24.92

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

09/19/2019



Purchase Order

PO No. 20001935

Order Date: 9/17/2019

Internal Tracking No.: 7363

Contractor Info

Staples Contract & Commercial, Inc., operating
as Staples Business Advantage
10433908166
500 Staples Drive
Framingham, MA 01702

(512) 426-3074

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

Veronica Whitaker
Veronica.Whitaker@TxDMV.gov
(512) 872-8111

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	Monica Hernandez	monica.hernandez@txdmv.gov	(512) 465-1261

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	60588	60588404897	Stapler, Full Strip, 1/4", 20 Sheets Capacity, Freight Included Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 9/18/2019 MPN: 327002-1837466	7	Each	3.56	\$24.92

Total \$24.92