



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20014247  
 Business Unit # 60800  
 Purchase Order # 0000007418

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: A Date: **10/0** PO Method: **2/19** 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:** 1P08 - Dallas Region  
 1925 E. Bellline, Ste. 100  
 Carrollton TX 75006  
 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 20014247 (attached)

Contract Type: Term  
 Contract Number: 615-A1

TxDMV Contact  
 Krystal Reed  
 Krystal.Reed@TxDMV.gov  
 (972) 478-5220

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

10/08/2019



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20014247  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Tote, In-line Skate Wheels, padded computer pocket protects most 15.6" laptops, padded open-top pockets, locking retractable handle, black, Freight Included; Commodity Code: 53060608101	530/60	50.5400	EA	\$1.00000	\$50.54	10/03/2019
						Schedule Total	\$50.54
						ReqID:	0000008237
						Item Total for Line # 1	\$50.54
						Total PO Amount	\$50.54

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  
*Norcia C. Hernandez*  
10/08/2019



# Purchase Order

## PO No. 20014247

Order Date: 10/2/2019  
Internal Tracking No.: 7418

**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  
1925 E BELTLINE ROAD , SUITE 100  
CARROLLTON TX 75006

**NOTE TO CONTRACTOR: TxDMV Contact**

Krystal Reed  
Krystal.Reed@TxDMV.gov  
(972) 478-5220

**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	53060	53060608101	Tote, In-line Skate Wheels, padded computer pocket protects most 15.6" laptops, padded open-top pockets, locking retractable handle, black, Freight Included Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 10/3/2019 MPN: 590110-1837466	1	Each	50.54	\$50.54

**Total \$50.54**