| Payment Terms: | **NET3 0** | Freight Terms: | **FOB Destination** | Ship Via: | **US MAIL** | PCC: | **A** | Date: | **10/17/19** | PO Method: | **AT** | Dispatch: | **Dispatch Via Print** | Rev Dt: | **11/18/19** |

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

Vendor: LIBERTY DATA PRODUCTS INC
DBA- LIBERTY OFFICE PRODUCTS
PO BOX 630729
HOUSTON TX 77263-0729
United States

Ship To: 1P22 - San Antonio Region
15150 Nacogdoches Rd., Ste. 100
San Antonio TX 78247
United States

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1760190901 7

Purchaser: Paula A Ramsey
Phone: 512/465-4191
Fax: 512/465-5641

Bill to **Fax:**

Email: PaulaRamsey@mail.com

Bill to **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.
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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.
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Term Contract# 615-A1

TexasSmartBuy PO#: 20017300

POCN# 1 Paula Ramsey 11-18-2019
I used the incorrect vendor number. I corrected it to the right one.

Authorized Signature

Paula Ramsey, CTCM, CTCD

11/18/2019

Texas Department of Motor Vehicles
Texas SmartBuy PO # 20017300
Business Unit # 60800
Purchase Order # 0000007510
Purchase Order Change Notice (# 1)

Page: 2 of 2

PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: BINDER, D-RING, LETTER SIZE, 4" RINGS, BLACK. Commodity Code 61509216964 Sparco# 26964	Class/Item: 615/09	Quantity: 4.0000	UOM: EA	Unit Price: $7.03000	Extended Amt: $28.12	Due Date: 10/21/2019

Schedule Total | $28.12

ReqID:
0000008232

Item Total for Line # 1 | $28.12

Total PO Amount | $28.12

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.

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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors

Authorized Signature

Paula Ramsey, CTCM, CTCD

11/18/2019