



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20024933
 Business Unit # 60800
 Purchase Order # 0000007535

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **Vendor Delivery Serv** PCC: **0** Date: **10/2** PO Method: **2/19** **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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: See Detail Below

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Rosemary Zamora
Phone: 512/465-4199
Fax: 512/495-5641
Email: Rosemary.Zamora@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: 20024933

This purchase was processed in accordance with contracts: 615-A1, 620-A1, 645-A1, 832-A2.

Vendor Point of Contact: Audrey Cedillo,
 Email: Smartbuy@tibh.Org
 Phone: (512) 451-8145

TxDMV Point of Contact: Donna Wright
 4210 N. Clack
 Abilene, TX 79601
 Phone: 325/674-1011
 Email: donna.wright@txdmv.gov

TxDMV Point of Contact: Maria Guevara
 4549 W. Loop 281
 Longview, TX 75604
 Phone: 903/237-2816
 Email: maria.guevara@txdmv.gov

Ship to Comments:

Rosemary Zamora



Texas Department of Motor Vehicles
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Copy Paper, 92 Brightness, 20Lb, 8-1/2 X 11, White, 5000 Sheets/Carton UNV21200	645/21	7.0000	CTN	\$47.65000	\$333.55	11/15/2019
						Schedule Total	\$333.55
						ReqID:	0000008334
TxDMV Contact: Donna Wright 4210 N. Clack Abilene, TX 79601 Phone: 325/674-1011 Email: donna.wright@txdmv.gov						Item Total for Line # 1	\$333.55
2- 1	Skilcraft Desk Tape Pack, 1" Core, 3/4"X 1000", 6 Rolls/Pk, Matte	832/20	4.0000	PKG	\$5.91000	\$23.64	11/15/2019
						Schedule Total	\$23.64
						ReqID:	0000008334
TxDMV Contact: Donna Wright 4210 N. Clack Abilene, TX 79601 Phone: 325/674-1011 Email: donna.wright@txdmv.gov						Item Total for Line # 2	\$23.64

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	Correction Tape, White, Single Line, Sideways Delivery WorkQuest Supplier Part #61529311005	615/29	6.0000	EA	\$2.44000	\$14.64	11/15/2019
						Schedule Total	\$14.64
						ReqID:	0000008298
TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov						Item Total for Line # 3	\$14.64
4- 1	Pen Ballpoint, Medium Point, 4.5", Z Grip Max Blue Ink TIBH Commodity Code 62080151541	620/80	2.0000	DOZ	\$10.60000	\$21.20	11/15/2019
						Schedule Total	\$21.20
						ReqID:	0000008298
TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov						Item Total for Line # 4	\$21.20
						Total PO Amount	\$393.03

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>

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Purchase Order

PO No. 20024933

Order Date: 10/23/2019

Internal Tracking No.: 0000007535

Contractor Info

WorkQuest (formerly TIBH)
17419760511
1011 East 53 1/2 Street
Austin, TX 78751

(512) 451-8145

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Items to be shipped to multiple addresses. See shipping details below for each line item.

NOTE TO CONTRACTOR:**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	Rosemary Zamora	Rosemary.Zamora@TxDMV.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61529	61529311005	Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/6/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov	6	EACH	2.44	\$14.64



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/6/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov	2	DOZ	10.60	\$21.20
3	64521	64521350104-10	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/12/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4210 N. CLACK ABILENE TX 79601 Notes: TxDMV Contact: Donna Wright 4210 N. Clack Abilene, TX 79601 Phone: 325/674-1011 Email: donna.wright@txdmv.gov Manufacturer Name: Skilcraft	7	CRTN	47.65	\$333.55



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	83220	83220112	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/ Pack, Freight Order Less Than \$50 Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/6/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4210 N. CLACK ABILENE TX 79601 Notes: TxDMV Contact: Donna Wright 4210 N. Clack Abilene, TX 79601 Phone: 325/674-1011 Email: donna.wright@txdmv.gov	4	PKG	5.91	\$23.64

Total \$393.03