



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007588  
 Purchase Order Change Notice (# 2)

Payment **NET3** Freight **See Detail** Ship Via: **VNDR** PCC: **E** Date: **11/04/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **12/17/19**  
 Terms: **0** Terms: **Below** **Via Print**

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

**Vendor:** P D MORRISON ENTERPRISES INC  
 DBA PDME INC  
 BUILDING 2 STE 208  
 1120 TORO GRANDE DR  
 CEDAR PARK TX 786136974  
**United States**

**Ship To:** See Detail Below

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1742695260 6

**Purchaser:** Rosemary Zamora  
**Phone:** 512/465-4199  
**Fax:** 512/495-5641

Bill to **Fax:**

**Email:** Rosemary.Zamora@txdmv.gov

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.

**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.

Per PDME State of Texas Pricing  
 Confirmation # #AC5491 25368  
 Vendor Contact: Anna Vargas  
 Phone: 512/335-7173  
 Email: avargas@pdme.com

TxDMV Contacts (SEE PO)  
 POCN 1, 11/18/19, revised by Rosemary Zamora

PO line #6, was adjusted from 1 package at \$12.19 to 6 each at \$1.75  
 PO total decreased from \$454.27 to \$452.58  
 Reason: incorrect item shipped.

POCN #2, 12/17/19 - Revised by Rosemary Zamora  
 Corrected PO line description for Line #6.  
 Description: Porelon Black and Red Nylon Replacement Twin Spool Ribbon Pack of 6, Compatible Ribbon, Black/Red  
 SKU: DPS R3027 (PDME)  
 Reason: Incorrect item ordered and did not meet end user needs, no changes to the total amount of the PO, on this POCN.

**Authorized Signature**

*Rosemary Zamora*

**12/31/2019**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 1-1	<b>Line Description:</b> Dymo Address Labels, 1-1/8x3-1/2, White (TxMAS 61551)	<b>Class/Item:</b> 615/51	<b>Quantity:</b> 10.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$7.49000	<b>Extended Amt:</b> \$74.90	<b>Due Date:</b> 11/18/2019	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$74.90	
						<u>ReqID:</u> 0000008293		
TxDMV Contact: Jacqueline Duckworth 4000 Jackson Avenue Austin, TX 78731 Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov							<b>Item Total for Line # 1</b>	\$74.90
<b>Line-Sch:</b> 2-1	<b>Line Description:</b> Energizer Industrial Alkaline Batteries, AA, 24 Batteries/Box EVE EN91	<b>Class/Item:</b> 450/06	<b>Quantity:</b> 4.0000	<b>UOM:</b> BOX	<b>Unit Price:</b> \$11.42000	<b>Extended Amt:</b> \$45.68	<b>Due Date:</b> 11/18/2019	
Ship To: 1P13		<b>Delivery Instructions:</b>						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						<b>Schedule Total</b>	\$45.68	
						<u>ReqID:</u> 0000008357		
TxDMV Contact: Christy McDaniel 2425 Gravel Drive Fort Worth, TX 76118 Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov							<b>Item Total for Line # 2</b>	\$45.68

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 3-1	<b>Line Description:</b> Softalk II Telephone Shoulder Rest, 2W x 6-3/4D x 2-1/2L, Charcoal, SKU: SOF 802M	<b>Class/Item:</b> 839/12	<b>Quantity:</b> 7.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$11.35000	<b>Extended Amt:</b> \$79.45	<b>Due Date:</b> 11/18/2019
Ship To: 1P13		<b>Delivery Instructions:</b>					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						<b>Schedule Total</b>	\$79.45
						<u>ReqID:</u> 0000008357	
TxDMV Contact: Christy McDaniel 2425 Gravel Drive Fort Worth, TX 76118 Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov						<b>Item Total for Line # 3</b>	\$79.45
<b>Line-Sch:</b> 4-1	<b>Line Description:</b> Sharpie Magnum Permanent Marker, Black	<b>Class/Item:</b> 620/90	<b>Quantity:</b> 2.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$5.03000	<b>Extended Amt:</b> \$10.06	<b>Due Date:</b> 11/18/2019
Ship To: 1P21		<b>Delivery Instructions:</b>					
600 West Expressway 83 Pharr TX 78577 United States							
						<b>Schedule Total</b>	\$10.06
						<u>ReqID:</u> 0000008270	
TxDMV Contact: Ariana Rosa 600 West Expressway 83 Pharr, TX 78577 Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov						<b>Item Total for Line # 4</b>	\$10.06

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 5-1	<b>Line Description:</b> Sharpie Black Fine-Point Permanent Marker Package of 12	<b>Class/Item:</b> 620/90	<b>Quantity:</b> 1.0000	<b>UOM:</b> PKG	<b>Unit Price:</b> \$8.64000	<b>Extended Amt:</b> \$8.64	<b>Due Date:</b> 11/18/2019	
Ship To: 1P21		<b>Delivery Instructions:</b>						
600 West Expressway 83 Pharr TX 78577 United States								
						<b>Schedule Total</b>	\$8.64	
						<b>ReqID:</b> 0000008270		
TxDMV Contact: Ariana Rosa 600 West Expressway 83 Pharr, TX 78577 Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							<b>Item Total for Line # 5</b>	\$8.64
<b>Line-Sch:</b> 6-1	<b>Line Description:</b> Porelon Black and Red Nylon Replacement Twin Spool Ribbon Pack of 6 Universal Supplier Number SKU DPS R3027 for use on Sharp EL1197P2	<b>Class/Item:</b> 203/72	<b>Quantity:</b> 6.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$1.75000	<b>Extended Amt:</b> \$10.50	<b>Due Date:</b> 11/18/2019	
Ship To: 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$10.50	
						<b>ReqID:</b> 0000008298		
TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov							<b>Item Total for Line # 6</b>	\$10.50

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 7-1	<b>Line Description:</b> Smooth Paper Clips, Wire, Jumbo, Silver, 100/Box	<b>Class/Item:</b> 615/69	<b>Quantity:</b> 12.0000	<b>UOM:</b> BOX	<b>Unit Price:</b> \$0.49000	<b>Extended Amt:</b> \$5.88	<b>Due Date:</b> 11/18/2019
Ship To: 1P17		<b>Delivery Instructions:</b>					
4549 W. Loop 281 Longview TX 75604 United States							
						<b>Schedule Total</b>	<input type="text" value="\$5.88"/>
						<u>ReqID:</u> 0000008298	
TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov						<b>Item Total for Line # 7</b>	<input type="text" value="\$5.88"/>
<b>Line-Sch:</b> 8-1	<b>Line Description:</b> Office Depot Brand No. 1 Regualr Paper Clip, Box of 100 (316181) TXMAS Supplier Part 316181	<b>Class/Item:</b> 485/05	<b>Quantity:</b> 12.0000	<b>UOM:</b> BOX	<b>Unit Price:</b> \$1.39000	<b>Extended Amt:</b> \$16.68	<b>Due Date:</b> 11/18/2019
Ship To: 1P17		<b>Delivery Instructions:</b>					
4549 W. Loop 281 Longview TX 75604 United States							
						<b>Schedule Total</b>	<input type="text" value="\$16.68"/>
						<u>ReqID:</u> 0000008298	
TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov						<b>Item Total for Line # 8</b>	<input type="text" value="\$16.68"/>

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 9-1	<b>Line Description:</b> Facial Tissue White 2 Ply, Pop-Up Box, 6 Boxes/Pack TXMAS Supplier Part# KCC21271-T1	<b>Class/Item:</b> 045/06	<b>Quantity:</b> 1.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$10.88000	<b>Extended Amt:</b> \$10.88	<b>Due Date:</b> 11/18/2019	
Ship To: 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$10.88	
						<u>ReqID:</u> 0000008298		
TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov							<b>Item Total for Line # 9</b>	\$10.88
<b>Line-Sch:</b> 10-1	<b>Line Description:</b> Sharp EL-1801V 12 Digit Printing Calculator, 316693	<b>Class/Item:</b> 485/05	<b>Quantity:</b> 2.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$73.63000	<b>Extended Amt:</b> \$147.26	<b>Due Date:</b> 11/18/2019	
Ship To: 1P24		<b>Delivery Instructions:</b>						
2203 Austin Avenue Waco TX 76701 United States								
						<b>Schedule Total</b>	\$147.26	
						<u>ReqID:</u> 0000008315		
TxDMV Contact: Stephanie Powell 2203 Austin Avenue Waco, TX 76701 Phone: 254/296-2716 Email: stephanie.powell@txdmv.gov							<b>Item Total for Line # 10</b>	\$147.26

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 11-1	<b>Line Description:</b> Rubber finger tips size small pk 12	<b>Class/Item:</b> 345/48	<b>Quantity:</b> 2.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$4.78000	<b>Extended Amt:</b> \$9.56	<b>Due Date:</b> 11/18/2019
Ship To: 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$9.56
						<u>ReqID:</u> 0000008342	
TxDMV Contact: Angela Gonzalez 4000 Jackson Ave. Austin, TX 78731 Phone: 512/465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 11</b>	\$9.56
<b>Line-Sch:</b> 12-1	<b>Line Description:</b> Notarial Gold Seal, Maco	<b>Class/Item:</b> 966/89	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$7.42000	<b>Extended Amt:</b> \$7.42	<b>Due Date:</b> 11/18/2019
Ship To: 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$7.42
						<u>ReqID:</u> 0000008342	
TxDMV Contact: Angela Gonzalez 4000 Jackson Ave. Austin, TX 78731 Phone: 512/465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 12</b>	\$7.42

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 13-1	<b>Line Description:</b> CLASP ENVELOPE, 10 X 15, 32LB, BROWN KRAFT, 100/BOX	<b>Class/Item:</b> 310/06	<b>Quantity:</b> 1.0000	<b>UOM:</b> BOX	<b>Unit Price:</b> \$25.67000	<b>Extended Amt:</b> \$25.67	<b>Due Date:</b> 11/18/2019
Ship To: 1P21		<b>Delivery Instructions:</b>					
600 West Expressway 83 Pharr TX 78577 United States							
						<b>Schedule Total</b>	<input type="text" value="\$25.67"/>
						<b>RegID:</b> 0000008381	
TxDMV Contact: Ariana Rosa 600 West Expressway 83 Pharr, TX 78577 Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov						<b>Item Total for Line # 13</b>	<input type="text" value="\$25.67"/>

**Total PO Amount**

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**  
*Rosemary Lamora*  
 12/31/2019