



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007621

Payment Terms: **NET3** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **11/08/19** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

Vendor: TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD  
 PO BOX 99  
 HUNTSVILLE TX 773420099  
 United States

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

Bill To: 4000 Jackson Avenue  
 Austin TX 78731  
 United States

Vendor ID: 3696696696 6

Purchaser: Monica C Hernandez  
 Phone: 512/465-1261  
 Fax: 512/465-5641

Bill to Fax:

Email: Monica.Hernandez@txdmv.gov

Bill to Email: DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Per TCI Bid #2009-032

TxDMV Contact  
 Renee Israel  
 Renee.Israel@TxDMV.gov  
 (512) 465-1420

Vendor Contact  
 Customer Service  
 tci@tdcj.texas.gov

The Prison Made Good Acts:  
 Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

The logo to be imprinted on the goods covered by this procurement is copyrighted by TxDMV. The vendor is advised that permission for use of the logo is granted only for meeting the requirements of this procurement. Any person or company wishing to use the logo for other than this purpose must contact the TxDMV Purchasing Section at (512) 465-4193.

**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

11/19/2019



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007621

PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Business Cards; DMV-0108: 500/Box, 1-Sided; 3.5 x 2; Paper Stock: Recycled, Starbright Opaque White 100lb Smooth Cover, Brightness 90-93; Font: Calibri	966/07	16.0000	BOX	\$15.02000	\$240.32	12/12/2019
						Schedule Total	\$240.32
				ReqlD:	0000008295		
						Item Total for Line # 1	\$240.32
						Total PO Amount	\$240.32

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

11/19/2019