



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007653

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **Vendor Delivery Serv** PCC: **E** Date: **11/18/19** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: OFFICE DEPOT INC
 8510 4 WINDS DR
 WINDCREST TX 78239-1946
 United States

Ship To: 1P03 - Austin Region
 1001 E. Parmer Lane, Ste. A
 Austin TX 78753
 United States

Vendor ID: 1592663954 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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 State of Texas Pricing

TxDMV Contact
 Rachel Vasquez
 Rachel.Vasquez@TxDMV.gov
 (512) 719-6911

Vendor Contact
 Lori Pickering
 Lori.Pickering@OfficeDepot.com

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.

Ship to Comments:



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Swingline® Electronic Staple Cartridge, Box Of 5,000; SWI50050; Office Depot #808725	615/81	10.0000	BOX	\$7.28000	\$72.80	11/27/2019
						Schedule Total	\$72.80
						ReqID:	0000008418
						Item Total for Line # 1	\$72.80
2-1	Swingline 444 Commercial Desk Stapler, Black; SWI44401; Office Depot #908194	605/85	2.0000	EA	\$10.09000	\$20.18	11/27/2019
						Schedule Total	\$20.18
						ReqID:	0000008418
						Item Total for Line # 2	\$20.18
3-1	Swingline Cartridge Electric Stapler, Black; SWI69008; Office Depot #908574	605/85	3.0000	EA	\$113.70000	\$341.10	11/27/2019
						Schedule Total	\$341.10
						ReqID:	0000008418
						Item Total for Line # 3	\$341.10
						Total PO Amount	\$434.08

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>

