



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20031261
 Business Unit # 60800
 Purchase Order # 0000007659

Payment Terms: NET3 Freight 0 PREPAY Ship Via: VNDR PCC: A Date: 11/19/19 PO Method: AT Dispatch: Dispatch Rev Dt: Via Print

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

Vendor: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

Ship To: 1P18 - Lubbock Region
 135 Slaton Road
 Building B - VTR
 Lubbock TX 79404
 United States

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1043390816 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:

TexasSmartBuy Purchase Order Number 20031261 (attached)

Contract Type: Term
 Contract Number: 615-A1

TxDMV Contact
 Rita Gutierrez
 Rita.Gutierrez@TxDMV.gov
 (806) 748-2911

Vendor Contact
 Patricia Cano
 scchalifax@staples.com
 (512) 426-3074

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



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Tote, In-line Skate Wheels, padded computer pocket protects most 15.6" laptops, padded open-top pockets, locking retractable handle, black, Freight Included; Commodity Code: 53060608101	530/60	1.0000	EA	\$50.54000	\$50.54	11/20/2019
						Schedule Total	\$50.54
				ReqID:	0000008351		
						Item Total for Line # 1	\$50.54

Total PO Amount \$50.54

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