



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20043251,  
 Business Unit # 60800  
 Purchase Order # 0000007696

Payment **NET3** Freight **FOB** Ship Via: **VNDR** PCC: **0** Date: **12/02/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:  
 Terms: **0** Terms: **Destination** **Via Print**

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

**Vendor:** WORKQUEST  
 1011 E 53RD 1/2 ST  
 AUSTIN TX 78751-1703  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 1741976051 1

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

**Purchaser:** Paula A Ramsey  
**Phone:** 512/465-4191  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** PaulaRamsey@mail.com

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.

**Texas Industries for the Blind and Handicapped (TIBH):**

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

**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.

Term Contract# 207-A1, 640-A1 645-A1

TexasSmartBuy PO#: 20043244 20043251

**Authorized Signature**

*Paula Ramsey, CTM, CTA*

**12/04/2019**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Paper, Bond, Recycled, White, Prem No. 4, 20 lb Letter - SPN 64521411718	645/21	7.0000	CTN	\$43.21000	\$302.47	12/23/2019
	Ship To: 1P00	<b>Delivery Instructions:</b>					
	4000 Jackson Avenue Austin TX 78731 United States						
						<b>Schedule Total</b>	\$302.47
					ReqID: 0000008491		
	Jennifer Whittaker-OGC					<b>Item Total for Line # 1</b>	\$302.47
2-1	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2" - SPN 64085121008	640/85	1.0000	CS	\$61.85000	\$61.85	12/17/2019
	Ship To: 1P00	<b>Delivery Instructions:</b>					
	4000 Jackson Avenue Austin TX 78731 United States						
						<b>Schedule Total</b>	\$61.85
					ReqID: 0000008491		
	Jennifer Whittaker-OGC					<b>Item Total for Line # 2</b>	\$61.85

Authorized Signature

*Paula Ramsey, CTM, CTA*

12/04/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3-1	Compressed Inert Gas 10 oz Can Air Duster Commodity code 20725292005	207/25	10.0000	EA	\$6.04000	\$60.40	12/16/2019
Ship To: 1P12		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$60.40
Dawn McNabb						Item Total for Line # 3	\$60.40
						Total PO Amount	\$424.72

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  
*Paula Ramsey, CTM, CTC*  
 12/04/2019