



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20046835
 Business Unit # 60800
 Purchase Order # 0000007771

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **A** Date: **12/23/19** PO Method: **AT** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: WORKQUEST
 1011 E 53rd St
 AUSTIN TX 78751
 United States

Ship To: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1741976051 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:

TexasSmartBuy Purchase Order Number 20046835 (attached)

Contract Type: Term
 Contract Number(s): 620-A1, 605-A1, 615-A1

TxDMV Contact
 Jessica Geter
 Jessica.Geter@TxDMV.gov
 713-316-6133

Vendor Contact
 Audrey Cedillo
 smartbuy@tibh.org
 512-451-8145

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.

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

Authorized Signature

12/23/2019



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25; Commodity Code: 62080220106; Point/Ink: Medium Blue-62080220205	620/80	10.0000	DOZ	\$9.30000	\$93.00	01/06/2020
						Schedule Total	\$93.00
				ReqID:	0000008493		
						Item Total for Line # 1	\$93.00
2-1	Scissor, Bent, 8" Length, Cut Length 3 1/4", Stainless Steel, Plastic Molded Rubberized Grip, Plus Freight Order Less Than \$25; Commodity Code: 60569453081	605/69	10.0000	EA	\$4.83000	\$48.30	01/06/2020
						Schedule Total	\$48.30
				ReqID:	0000008493		
						Item Total for Line # 2	\$48.30
3-1	Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25; Commodity Code: 61562384315	615/62	10.0000	PKG	\$11.92000	\$119.20	01/06/2020
						Schedule Total	\$119.20
				ReqID:	0000008493		
						Item Total for Line # 3	\$119.20

Authorized Signature

Monica C. Hernandez

12/23/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4-1	Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25; Commodity Code: 61529301006	615/29	30.0000	EA	\$1.77000	\$53.10	01/06/2020
						Schedule Total	\$53.10
						ReqID:	000008493
						Item Total for Line # 4	\$53.10

Total PO Amount \$313.60

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

12/23/2019