



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007782  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 12/30/19 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:** 04/13/20  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** TEXAS DEPARTMENT OF PUBLIC SAFETY  
 CRIME RECORDS SERVICE  
 PO BOX 15999  
 AUSTIN TX 787615999  
 United States

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

**Vendor ID:** 3405405405 0

**Purchaser:** Tiffanay Heather Waller  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641

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

**Email:** Tiffanay.Waller@txdmv.gov

**Bill To Fax:**

**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.

**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.

**Quantity(ies):**

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

**TxDMV Contact:**

Angela Gonzalez  
 512-465-4229  
 Angela.Gonzalez@TxDMV.gov

**DPS Billing Contact:**

Lisa Garcia or Jennifer Norton  
 512-424-2912 or 512-424-7111  
 crs.billing@dps.texas.gov  
 DPS Crime Records Service from January 2020-August 2020

Interagency Agreement Contract Act

TX Gov Code, Title 7, Chapter 771

**Authorized Signature**

04/13/2020



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Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

This purchase order may be renewed with the same terms and conditions as long as purchase order does not expire, remains in force, a need exists, and both parties agree.

POCN#1, Travis R, 04/13/2020: Changed PO qty price from 1 unit at \$26,000 to 26,000 units at \$1 /ea for internal receiving purposes. Updated buyer name for PO changes.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	DPS Crime Records	963/43	26000.0000	EA	\$1.00000	\$26,000.00	12/30/2019

Schedule Total

**Contract ID:**  
000000077

**ReqID:**  
0000008522

DPS services - Secure Site CCH Name Search  
TERM OF SERVICE: January 1, 2020 through August 31, 2020

Item Total for Line # 1

Total PO Amount

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

04/13/2020