



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20052618
 Business Unit # 60800
 Purchase Order # 0000007810
 Purchase Order Change Notice (# 1)

Payment **NET3** Freight **PREPAY** Ship Via: **VNDR** PCC: **0** Date: **01/06/20** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **01/07/20**
 Terms: **0** Terms: **AND ADD** **Via Print**

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

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Travis Reese
Phone:
Fax:

Bill to **Fax:**

Email: Travis.Reese@txdmv.gov

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.

TxSmartbuy Purchase Order: 20052618

Purchase made in accordance with contracts: 615-A1; 615-A3; 640-A1

Vendor Contact:

Audrey Cedillo
 Smartbuy@TIBH.org
 (512) 451-8145

TxDMV Contacts:

Monica Hernandez
 4000 Jackson Avenue, Bldg 1
 Austin, TX 78731
 Monica.Hernandez@TxDMV.gov
 (512) 465-1261

Victoria Nichols

Authorized Signature

01/07/2020



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4000 Jackson Avenue, Bldg 5
 Austin, TX 78731
 Victoria.Nichols@TxDMV.gov
 (512) 465-4001

POCN#1 - Travis Reese - 01/07/2020:
 Changed shipping terms to Prepay and Add
 PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	WorkQuest CC#61537130850-1 Fiberboard Case Storage Box; Archive Box	615/37	1.0000	CTN	\$70.69000	\$70.69	01/17/2020
						Schedule Total	<input type="text" value="\$70.69"/>
				<u>ReqID:</u>			
				0000008615			
Requestor: Monica Hernandez						Item Total for Line # 1	<input type="text" value="\$70.69"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2"x6 1/2" (Texas SmartBuy) Commodity Code: 64085121008	640/85	1.0000	EA	\$61.85000	\$61.85	01/17/2020
						Schedule Total	<input type="text" value="\$61.85"/>
				<u>ReqID:</u>			
				0000008599			
Requestor: Victoria Nichols						Item Total for Line # 2	<input type="text" value="\$61.85"/>

Authorized Signature

01/07/2020

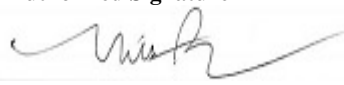


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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3-1	Pen, Retractable, Gel Ink, Rubber Grip, 7mm Med. Point, Zebra Sarasa, Attribute 1: BLUE, CC# 62080231100 (Texas SmartBuy)	620/80	4.0000	EA	\$10.50000	\$42.00	01/17/2020
						Schedule Total	<input type="text" value="\$42.00"/>
						<u>ReqID:</u> 0000008599	
Requestor: Victoria Nichols						Item Total for Line # 3	<input type="text" value="\$42.00"/>
4-1	Pen, Retractable, Gel Ink, Rubber Grip, 7mm Med. Point, Zebra Sarasa, Attribute 1: RED, CC#62080231100 (Texas SmartBuy)	620/80	2.0000	EA	\$10.50000	\$21.00	01/17/2020
						Schedule Total	<input type="text" value="\$21.00"/>
						<u>ReqID:</u> 0000008599	
Requestor: Victoria Nichols						Item Total for Line # 4	<input type="text" value="\$21.00"/>
						Total PO Amount	<input type="text" value="\$195.54"/>

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

01/07/2020