



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20058350
 Business Unit # 60800
 Purchase Order # 0000007868

Payment **NET3** Freight **PREPAY** Ship Via: **VNDR** PCC: **E** Date: **01/17/20** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:
 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:
 See Detail Below

Vendor ID: 1741976051 1

Purchaser: Rosemary Zamora
Phone: 512/465-4199
Fax: 512/495-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill to **Fax:**

Email: Rosemary.Zamora@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: 20058350

This purchase was processed in accordance with contracts: 207-A2; 615-A1; 620-A1; 640-A1; 645-A1.

Supplier contact information: Audrey Cedillo,
 Email: Smartbuy@tibh.Org
 Phone: (512) 451-8145

TxDMV Contact:

"SEE PO"

Authorized Signature

Rosemary Zamora

01/24/2020



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: Copy Paper 8.5 X 11, #64521350104-10 (Workquest)	Class/Item: 645/21	Quantity: 10.0000	UOM: CTN	Unit Price: \$47.65000	Extended Amt: \$476.50	Due Date: 01/17/2020
Ship To: 1P18		Delivery Instructions:					
135 Slaton Road Building B - VTR Lubbock TX 79404 United States							
						Schedule Total	\$476.50
						<u>ReqID:</u> 0000008609	
TxDMV Contact: Rita Gutierrez Building B - VTR rita.gutierrez@txdmv.gov							
						Item Total for Line # 1	\$476.50
Line-Sch: 2-1	Line Description: Air Duster, Compressed Inert Gas, 10 oz can #20725292005 (Workquest)	Class/Item: 207/25	Quantity: 4.0000	UOM: CAN	Unit Price: \$6.04000	Extended Amt: \$24.16	Due Date: 01/17/2020
Ship To: 1P18		Delivery Instructions:					
135 Slaton Road Building B - VTR Lubbock TX 79404 United States							
						Schedule Total	\$24.16
						<u>ReqID:</u> 0000008609	
TxDMV Contact: Rita Gutierrez Building B - VTR rita.gutierrez@txdmv.gov							
						Item Total for Line # 2	\$24.16

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01/24/2020



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
Line-Sch: 3-1	Line Description: Calendar, Monthly Planner Black, 6.8 in X 8.75 in #61519700279 (Workquest)	Class/Item: 615/19	Quantity: 5.0000	UOM: EA	Unit Price: \$13.08000	Extended Amt: \$65.40	Due Date: 01/17/2020	
Ship To: 1P18		Delivery Instructions:						
135 Slaton Road Building B - VTR Lubbock TX 79404 United States								
						Schedule Total	\$65.40	
						RegID: 0000008609		
TxDMV Contact: Rita Gutierrez Building B - VTR rita.gutierrez@txdmv.gov							Item Total for Line # 3	\$65.40
Line-Sch: 4-1	Line Description: CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included	Class/Item: 207/72	Quantity: 2.0000	UOM: EA	Unit Price: \$152.01000	Extended Amt: \$304.02	Due Date: 01/17/2020	
Ship To: 1P19		Delivery Instructions:						
3901 East Hwy. 80 Odessa TX 79761 United States								
						Schedule Total	\$304.02	
						RegID: 0000008397		
REQUESTOR: Julie Payne							Item Total for Line # 4	\$304.02

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01/24/2020



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 5-1	Line Description: Toner, High Yield, CC364X; HPLJP4015 Freight Included	Class/Item: 207/72	Quantity: 2.0000	UOM: EA	Unit Price: \$93.96000	Extended Amt: \$187.92	Due Date: 01/17/2020
Ship To: 1P19		Delivery Instructions:					
3901 East Hwy. 80 Odessa TX 79761 United States							
						Schedule Total	\$187.92
						<u>ReqID:</u> 0000008397	
REQUESTOR: Julie Payne						Item Total for Line # 5	\$187.92
Line-Sch: 6-1	Line Description: Paper, Bond, Recycled, Prem No. 4, 20lb, Letter - 64521210100-1	Class/Item: 645/21	Quantity: 12.0000	UOM: BOX	Unit Price: \$47.65000	Extended Amt: \$571.80	Due Date: 01/24/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$571.80
						<u>ReqID:</u> 0000008629	
REQUESTOR: Virginia Pickering						Item Total for Line # 6	\$571.80

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 7-1	Line Description: Pen, Gel Ink, Stick, Zebra,4 Each/set - Black - 62080210701	Class/Item: 620/80	Quantity: 10.0000	UOM: SET	Unit Price: \$5.34000	Extended Amt: \$53.40	Due Date: 01/24/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$53.40
				<u>ReqID:</u> 0000008629			
REQUESTOR: Virginia Pickering						Item Total for Line # 7	\$53.40
Line-Sch: 8-1	Line Description: Pen, Gel Ink, Stick, Zebra,4 Each/set - Blue - 62080210701	Class/Item: 620/80	Quantity: 10.0000	UOM: EA	Unit Price: \$5.34000	Extended Amt: \$53.40	Due Date: 01/21/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$53.40
				<u>ReqID:</u> 0000008629			
REQUESTOR: Virginia Pickering						Item Total for Line # 8	\$53.40

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01/24/2020



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 Purchase Order # 0000007868

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 9-1	Line Description: Pencil, Mechanical, Rubber Grip, Ergonomic Oversized Barrel - 62060380011	Class/Item: 620/60	Quantity: 4.0000	UOM: BOX	Unit Price: \$10.94000	Extended Amt: \$43.76	Due Date: 01/24/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$43.76
						ReqID: 0000008629	
REQUESTOR: Virginia Pickering						Item Total for Line # 9	\$43.76
Line-Sch: 10-1	Line Description: Pencil, Mechanical, 0.7mm, Rubber Grip, Plasti Absolute III - 62060370038	Class/Item: 620/60	Quantity: 3.0000	UOM: BOX	Unit Price: \$11.26000	Extended Amt: \$33.78	Due Date: 01/24/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$33.78
						ReqID: 0000008629	
REQUESTOR: Virginia Pickering						Item Total for Line # 10	\$33.78

Authorized Signature

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01/24/2020



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 Texas SmartBuy PO # 20058350
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 Purchase Order # 0000007868

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 11-1	Line Description: Notes, Self-Stick, 3x3 Yellow, 100 sheets/pads, 12 pads/Pk - 61562384000	Class/Item: 615/62	Quantity: 4.0000	UOM: PAK	Unit Price: \$9.39000	Extended Amt: \$37.56	Due Date: 01/24/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$37.56
REQUESTOR: Virginia Pickering						Item Total for Line # 11	\$37.56
Line-Sch: 12-1	Line Description: Paper Towels, Quarter fold, White,6.5 x 6.5, 1509/box, 6 boxes/case 64085121008 (Workquest)	Class/Item: 640/85	Quantity: 1.0000	UOM: CS	Unit Price: \$61.85000	Extended Amt: \$61.85	Due Date: 01/24/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$61.85
REQUESTOR: Virginia Pickering						Item Total for Line # 12	\$61.85

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01/24/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20058350
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 Purchase Order # 0000007868

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 13-1	Line Description: CF287X Remanufactured Toner Cartridge	Class/Item: 207/72	Quantity: 4.0000	UOM: EA	Unit Price: \$152.01000	Extended Amt: \$608.04	Due Date: 01/24/2020
Ship To: 1P04		Delivery Instructions:					
8550 Eastex Freeway Beaumont TX 77708 United States							
						Schedule Total	\$608.04
						<u>ReqID:</u> 0000008663	
REQUESTOR: Ashley Lopez						Item Total for Line # 13	\$608.04
Line-Sch: 14-1	Line Description: Towel, Paper, Quarterfold. 1005 Paper, 6-1/2 x 6-1/2 Disposable Wipes 64085121008 (Workquest)	Class/Item: 640/85	Quantity: 1.0000	UOM: CS	Unit Price: \$61.85000	Extended Amt: \$61.85	Due Date: 01/24/2020
Ship To: 1P04		Delivery Instructions:					
8550 Eastex Freeway Beaumont TX 77708 United States							
						Schedule Total	\$61.85
						<u>ReqID:</u> 0000008663	
REQUESTOR: Ashley Lopez						Item Total for Line # 14	\$61.85

Authorized Signature

Rosemary Lamora

01/24/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20058350
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 Purchase Order # 0000007868

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:
15-1	Binder, 1/2" Capacity, 3 Ring, Vinyl View CC# 61573160605	615/09	12.0000	EA	\$3.70000	\$44.40	01/22/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$44.40
Renee Israel - bldg. 6						Item Total for Line # 15	\$44.40
						ReqID:	0000008645

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
16-1	Markers, Dry Erase, Fine Tip, 4/Set CC# 62086509239	620/90	4.0000	SET	\$4.80000	\$19.20	01/22/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$19.20
Renee Israel - bldg. 6						Item Total for Line # 16	\$19.20
						ReqID:	0000008645

Total PO Amount \$2,647.04

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
Rosemary Lamora
 01/24/2020



Purchase Order

PO No. 20058350

Order Date: 1/24/2020

Internal Tracking No.: 0000007868

Contractor Info

WorkQuest (formerly TIBH)
17419760511
1011 East 53 1/2 Street
Austin, TX 78751

(512) 451-8145

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Items to be shipped to multiple addresses. See shipping details below for each line item.

NOTE TO CONTRACTOR:**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Rosemary Zamora	Rosemary.Zamora@TxDMV.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521350104-10	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 135 SLATON ROAD Building B - VTR LUBBOCK TX 79404 Notes: REQUESTOR: Rita Gutierrez **DELIVER TO BLDG "B" Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50



Purchase Order

PO No. 20058350

Order Date: 1/24/2020

Internal Tracking No.: 0000007868

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	20725	20725292005	Compressed Air 10 Oz. Can. Freight Added When Less Than \$25 Contract: 207-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 135 SLATON ROAD Building B - VTR LUBBOCK TX 79404 Notes: REQUESTOR: Rita Gutierrez **DELIVER TO BLDG "B"	4	EACH	6.04	\$24.16
3	61519	61519700279	Calendar, Monthly Planner, Black, 6.8 In x 8.75 In, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 135 SLATON ROAD Building B - VTR LUBBOCK TX 79404 Notes: REQUESTOR: Rita Gutierrez Deliver to: Bldg "B" MPN: HOD262602 Manufacturer Name: House of Doolittle	5	EACH	13.08	\$65.40
4	20772	20772922812	CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included Contract: 207-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/10/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: REQUESTOR: Julie Payne	2	EACH	152.01	\$304.02



Purchase Order

PO No. 20058350

Order Date: 1/24/2020

Internal Tracking No.: 0000007868

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	20772	20772901815	Toner, High Yield, CC364X; HPLJP4015 Freight Included Contract: 207-A2 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/10/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: REQUESTOR: Julie Payne	2	EACH	93.96	\$187.92
6	64521	64521350104-10	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5 Manufacturer Name: Skilcraft	12	CRTN	47.65	\$571.80
7	62080	62080210701	Pen, Gel Ink, Stick, Zebra, 4/Set, Plus Freight Order Less Than \$25 Attribute 1: Black-62080210701 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5	10	Set	5.34	\$53.40



Purchase Order

PO No. 20058350

Order Date: 1/24/2020

Internal Tracking No.: 0000007868

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
8	62080	62080210701	Pen, Gel Ink, Stick, Zebra, 4/Set, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080210800 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5	10	Set	5.34	\$53.40
9	62060	62060380011	Pencil, Mechanical, Rubber Grip, Ergonomic Oversized Barrel, 6/Box, Plus Freight Order Less Than \$25 Attribute 1: 0.5mm-62060380011 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 2/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5	4	Box	10.94	\$43.76
10	62060	62060370038	Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Barrel, Absolute III, 6/Box, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 2/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5	3	BOX	11.26	\$33.78



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PO No. 20058350

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Internal Tracking No.: 0000007868

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
11	61562	61562384000	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5	4	PKG	9.39	\$37.56
12	64085	64085121008	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/10/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering, Bldg 5	1	CASE	61.85	\$61.85
13	61573	61573160605	Binder, 1/2" Capacity, 3 Ring, Vinyl View, Inside Front/Back Pockets, Plus Freight Order Less Than \$25 Attribute 1: White-61573160605-1 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Isreal, Bldg 6	12	EACH	3.70	\$44.40



Purchase Order

PO No. 20058350

Order Date: 1/24/2020

Internal Tracking No.: 0000007868

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
14	62086	62086509239	Markers, Dry Erase, Fine Tip, 4/Set, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Isreal, Bldg 6	4	SET	4.80	\$19.20
15	20772	20772922812	CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included Contract: 207-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/10/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: REQUESTOR: Ashley Lopez	4	EACH	152.01	\$608.04
16	64085	64085121008	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/10/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: REQUESTOR: Ashley Lopez	1	CASE	61.85	\$61.85
Total							\$2,647.04