



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20063982  
 Business Unit # 60800  
 Purchase Order # 0000007909

Payment **NET3** Freight **See Detail** Ship Via: **See** PCC: **0** Date: **01/29/20** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:  
 Terms: **0** Terms: **Below** **Detail** **Below** **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

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

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

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: 20063982 This purchase was processed in accordance with contracts: 207-A1; 207-A2; 486-A1; 615-A1; 620-A1; 640-A1; 645-A1; 832-A1.

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

TxDMV Contacts:  
 "SEE PO"

**Authorized Signature**

*Rosemary Zamora*

**01/30/2020**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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<b>Line-Sch:</b> 1-1	<b>Line Description:</b> dar, Wall, Monthly, 22 In x 31.25 In. Wirebound. January ¿ December wall calendar provides a full year reference to aid in planning - 61519703504	<b>Class/Item:</b> 615/19	<b>Quantity:</b> 12.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$17.79000	<b>Extended Amt:</b> \$213.48	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$213.48	
						<b>ReqID:</b> 0000008655		
REQUESTOR: VIRGINIA PICKERING Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							<b>Item Total for Line # 1</b>	\$213.48

<b>Line-Sch:</b> 2-1	<b>Line Description:</b> Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In. Monthly calendar with protective cover (vinyl) can be used on a desk or hung on a wall - 61519703502	<b>Class/Item:</b> 615/19	<b>Quantity:</b> 8.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$11.49000	<b>Extended Amt:</b> \$91.92	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$91.92	
						<b>ReqID:</b> 0000008655		
REQUESTOR: VIRGINIA PICKERING Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							<b>Item Total for Line # 2</b>	\$91.92

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*Rosemary Lamora*

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Calendar, Desk Pad, 22 x 17, 12 Months January-December, Complete year of calendars across the bottom, Reinforced, black leatherette corners hold the sheets in place - 61519130779	615/19	6.0000	EA	\$8.49000	\$50.94	02/21/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$50.94	
						ReqID:	0000008655	
REQUESTOR: VIRGINIA PICKERING Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							Item Total for Line # 3	\$50.94

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Calendar, Monthly Planner, Black, 6.8 In x 8.75 In January & December planner provides a full year reference to aid in planning. Full monthly view per two-page spread, featuring 2-1/8"x 1-7/8" blocks for each day - 61519700279	615/19	18.0000	EA	\$13.08000	\$235.44	02/21/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$235.44	
						ReqID:	0000008655	
REQUESTOR: VIRGINIA PICKERING Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							Item Total for Line # 4	\$235.44

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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:	
5-1	January & December planner provides a full year reference to aid in planning. Includes 30-minute or 1-hour appointment increments from 8:00am to 5:00pm - 61519700278	615/19	9.0000	EA	\$12.21000	\$109.89	02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$109.89	
						ReqID:	0000008655	
REQUESTOR: VIRGINIA PICKERING Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							<b>Item Total for Line # 5</b>	\$109.89

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Calendar, Wall, Jan & Dec. 24 x 37, Laminated, 2 Sides, Incl. Marker and Hangers, 12 months of planning, Vertical or horizontal format - 61519130781	615/19	6.0000	EA	\$16.29000	\$97.74	02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$97.74	
						ReqID:	0000008655	
REQUESTOR: VIRGINIA PICKERING Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							<b>Item Total for Line # 6</b>	\$97.74

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 7-1	<b>Line Description:</b> Hand Sanitizer, instant, Purell, Green Seal, 8 oz Workquest (48613501)	<b>Class/Item:</b> 485/13	<b>Quantity:</b> 1.0000	<b>UOM:</b> CS	<b>Unit Price:</b> \$49.68000	<b>Extended Amt:</b> \$49.68	<b>Due Date:</b> 02/21/2020
Ship To: 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	\$49.68
						<u>ReqID:</u> 0000008663	
						<b>Item Total for Line # 7</b>	\$49.68
<b>Line-Sch:</b> 8-1	<b>Line Description:</b> Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi- Purpose, 6/Pack WorkQuest (83220112)	<b>Class/Item:</b> 832/20	<b>Quantity:</b> 3.0000	<b>UOM:</b> PKG	<b>Unit Price:</b> \$5.91000	<b>Extended Amt:</b> \$17.73	<b>Due Date:</b> 02/21/2020
Ship To: 1P17		<b>Delivery Instructions:</b>					
4549 W. Loop 281 Longview TX 75604 United States							
						<b>Schedule Total</b>	\$17.73
						<u>ReqID:</u> 0000008689	
REQUESTOR: MARIA GUEVARA Phone: 903/237-2816 Email: maria.guevara@txdmv.gov						<b>Item Total for Line # 8</b>	\$17.73

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 9-1	<b>Line Description:</b> Self Stick Note Pad, 3 x 5 Yellow 12 Pads/Pkg WorkQuest (61562384315)	<b>Class/Item:</b> 615/62	<b>Quantity:</b> 1.0000	<b>UOM:</b> PKG	<b>Unit Price:</b> \$11.92000	<b>Extended Amt:</b> \$11.92	<b>Due Date:</b> 02/21/2020	
Ship To: 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$11.92	
						<u>ReqID:</u> 0000008689		
REQUESTOR: MARIA GUEVARA Phone: 903/237-2816 Email: maria.guevara@txdmv.gov							<b>Item Total for Line # 9</b>	\$11.92
<b>Line-Sch:</b> 10-1	<b>Line Description:</b> Self Stick Note Pad 3 x 3 Yellow 12 Pads/Pkg WorkQuest (61562384000)	<b>Class/Item:</b> 615/62	<b>Quantity:</b> 1.0000	<b>UOM:</b> PKG	<b>Unit Price:</b> \$9.39000	<b>Extended Amt:</b> \$9.39	<b>Due Date:</b> 02/21/2020	
Ship To: 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$9.39	
						<u>ReqID:</u> 0000008689		
REQUESTOR: MARIA GUEVARA Phone: 903/237-2816 Email: maria.guevara@txdmv.gov							<b>Item Total for Line # 10</b>	\$9.39

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 11-1	<b>Line Description:</b> Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS Workquest (64085121008)	<b>Class/Item:</b> 485/83	<b>Quantity:</b> 1.0000	<b>UOM:</b> CTN	<b>Unit Price:</b> \$61.85000	<b>Extended Amt:</b> \$61.85	<b>Due Date:</b> 02/21/2020	
Ship To: 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$61.85	
						<u>ReqID:</u> 0000008689		
REQUESTOR: MARIA GUEVARA Phone: 903/237-2816 Email: maria.guevara@txdmv.gov							<b>Item Total for Line # 11</b>	\$61.85
<b>Line-Sch:</b> 12-1	<b>Line Description:</b> Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" WorkQuest (64521350104- 10)	<b>Class/Item:</b> 645/21	<b>Quantity:</b> 8.0000	<b>UOM:</b> CTN	<b>Unit Price:</b> \$47.65000	<b>Extended Amt:</b> \$381.20	<b>Due Date:</b> 02/21/2020	
Ship To: 1P17		<b>Delivery Instructions:</b>						
4549 W. Loop 281 Longview TX 75604 United States								
						<b>Schedule Total</b>	\$381.20	
						<u>ReqID:</u> 0000008689		
REQUESTOR: MARIA GUEVARA Phone: 903/237-2816 Email: maria.guevara@txdmv.gov							<b>Item Total for Line # 12</b>	\$381.20

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 13-1	<b>Line Description:</b> Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, BLUE, General Use (WorkQuest 62080220221)	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 3.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$9.30000	<b>Extended Amt:</b> \$27.90	<b>Due Date:</b> 02/21/2020	
Ship To: 1P19		<b>Delivery Instructions:</b>						
		3901 East Hwy. 80 Odessa TX 79761 United States						
						<b>Schedule Total</b>	\$27.90	
				<u>ReqID:</u> 0000008695				
REQUESTOR: JULIE PAYNE Phone: (432) 276-4411 Email: julie.payne@txdmv.gov							<b>Item Total for Line # 13</b>	\$27.90
<b>Line-Sch:</b> 14-1	<b>Line Description:</b> CF287X Toner for HP LaserJet Enterprise M506 Printer, Black, HP 87X (14) WorkQuest (20772922812)	<b>Class/Item:</b> 207/72	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$152.01000	<b>Extended Amt:</b> \$152.01	<b>Due Date:</b> 02/21/2020	
Ship To: 1P19		<b>Delivery Instructions:</b>						
		3901 East Hwy. 80 Odessa TX 79761 United States						
						<b>Schedule Total</b>	\$152.01	
				<u>ReqID:</u> 0000008695				
REQUESTOR: JULIE PAYNE Phone: (432) 276-4411 Email: julie.payne@txdmv.gov							<b>Item Total for Line # 14</b>	\$152.01

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 15-1	<b>Line Description:</b> Lead Refill, 0.5mm. 12 Leads/Rube, 12 Tubes/Box CC# 62060181005	<b>Class/Item:</b> 620/60	<b>Quantity:</b> 2.0000	<b>UOM:</b> BOX	<b>Unit Price:</b> \$8.64000	<b>Extended Amt:</b> \$17.28	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$17.28	
				<u>ReqID:</u> 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 15</b>	\$17.28
<b>Line-Sch:</b> 16-1	<b>Line Description:</b> Highlighter, Yellow, Pocket, Rubberized Barrel	<b>Class/Item:</b> 620/90	<b>Quantity:</b> 4.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$7.22000	<b>Extended Amt:</b> \$28.88	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$28.88	
				<u>ReqID:</u> 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 16</b>	\$28.88

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 17-1	<b>Line Description:</b> Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra CC# 62080231100 RED	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 4.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$10.50000	<b>Extended Amt:</b> \$42.00	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$42.00	
				<u>ReqID:</u> 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 17</b>	\$42.00
<b>Line-Sch:</b> 18-1	<b>Line Description:</b> Pen, Gel Ink, Medium Point, Rubber Grip, GR8 CC# 62080190267 BLACK	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 4.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$14.35000	<b>Extended Amt:</b> \$57.40	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$57.40	
				<u>ReqID:</u> 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 18</b>	\$57.40

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 19-1	<b>Line Description:</b> Pen Ballpoint, Medium Point, 4.5", Z Grip Max CC# 62080151020 BLACK	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 4.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$10.60000	<b>Extended Amt:</b> \$42.40	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$42.40	
				ReqID: 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 19</b>	\$42.40
<b>Line-Sch:</b> 20-1	<b>Line Description:</b> Pen, Ballpoint, Stick with Cap, Recycled CC# 62080035009 MED. BLUE 62080031008	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 2.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$2.00000	<b>Extended Amt:</b> \$4.00	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$4.00	
				ReqID: 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 20</b>	\$4.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 21-1	<b>Line Description:</b> Jimnie Stick Gel Pen, Medium 0.7mm, Black Ink, Smoke Barrel, Dozen SKU: ZEB 44110	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 3.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$7.28000	<b>Extended Amt:</b> \$21.84	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$21.84	
				<u>ReqID:</u> 0000008701				
Renee Israel - bldg. 6							<b>Item Total for Line # 21</b>	\$21.84
<b>Line-Sch:</b> 22-1	<b>Line Description:</b> Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks WorkQuest (64521350104- 10)	<b>Class/Item:</b> 645/21	<b>Quantity:</b> 10.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$47.65000	<b>Extended Amt:</b> \$476.50	<b>Due Date:</b> 02/21/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$476.50	
				<u>ReqID:</u> 0000008701				
Renee Israel - Bldg. 6							<b>Item Total for Line # 22</b>	\$476.50

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 23-1	<b>Line Description:</b> Binder, 2" Capacity, 3 Slant D Ring, Vinyl View	<b>Class/Item:</b> 615/73	<b>Quantity:</b> 12.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$5.38000	<b>Extended Amt:</b> \$64.56	<b>Due Date:</b> 02/21/2020
Ship To: 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$64.56
						<u>ReqID:</u> 0000008701	
Renee Israel - bldg. 6						<b>Item Total for Line # 23</b>	\$64.56
<b>Line-Sch:</b> 24-1	<b>Line Description:</b> Permanent marker fine tip black WorkQuest (62090220989)	<b>Class/Item:</b> 620/90	<b>Quantity:</b> 2.0000	<b>UOM:</b> DOZ	<b>Unit Price:</b> \$7.88000	<b>Extended Amt:</b> \$15.76	<b>Due Date:</b> 02/21/2020
Ship To: 1P07		<b>Delivery Instructions:</b>					
602 N. Staples Street Corpus Christi TX 78401 United States							
						<b>Schedule Total</b>	\$15.76
						<u>ReqID:</u> 0000008453	
REQUESTOR: Cynthia Cortinas Phone: (361) 808-3912 Email: Cynthia.cortinas@txdmv.gov						<b>Item Total for Line # 24</b>	\$15.76

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 25-1	<b>Line Description:</b> Paper, Copy, 8.5" x 11", TIBH, 647656, T1PA,	<b>Class/Item:</b> 645/21	<b>Quantity:</b> 10.0000	<b>UOM:</b> CTN	<b>Unit Price:</b> \$47.65000	<b>Extended Amt:</b> \$476.50	<b>Due Date:</b> 02/26/2020
Ship To: 1P02		<b>Delivery Instructions:</b>					
5715 I-27 Amarillo TX 79110 United States							
						<b>Schedule Total</b>	<input type="text" value="\$476.50"/>
						<u>ReqID:</u> 0000008714	
REQUESTOR: Amanda Porter-Brown Phone:(806) 457-3611 Email: Amanda.porterbrown@txdmv.gov						<b>Item Total for Line # 25</b>	<input type="text" value="\$476.50"/>
<b>Line-Sch:</b> 26-1	<b>Line Description:</b> Pen, Retractable, Ballpoint, Med. Point, 12/Pk, Z-Grip Max, Zebra, Blue Ink, Supplier Part # 62080151541, TIBH	<b>Class/Item:</b> 620/80	<b>Quantity:</b> 1.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$10.60000	<b>Extended Amt:</b> \$10.60	<b>Due Date:</b> 02/26/2020
Ship To: 1P02		<b>Delivery Instructions:</b>					
5715 I-27 Amarillo TX 79110 United States							
						<b>Schedule Total</b>	<input type="text" value="\$10.60"/>
						<u>ReqID:</u> 0000008714	
REQUESTOR: Amanda Porter-Brown Phone:(806) 457-3611 Email: Amanda.porterbrown@txdmv.gov						<b>Item Total for Line # 26</b>	<input type="text" value="\$10.60"/>

Authorized Signature

*Rosemary Lamora*

01/30/2020



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20063982  
 Business Unit # 60800  
 Purchase Order # 0000007909

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 27-1	<b>Line Description:</b> Tape, Transparent, Refill, 6 Rolls/Pack, Skilcraft, Supplier Part #83220112, TIBH	<b>Class/Item:</b> 832/20	<b>Quantity:</b> 1.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$5.91000	<b>Extended Amt:</b> \$5.91	<b>Due Date:</b> 02/26/2020	
Ship To: 1P02		<b>Delivery Instructions:</b>						
5715 I-27 Amarillo TX 79110 United States								
						<b>Schedule Total</b>	\$5.91	
						<u>ReqID:</u> 0000008714		
REQUESTOR: Amanda Porter-Brown Phone:(806) 457-3611 Email: Amanda.porterbrown@txdmv.gov							<b>Item Total for Line # 27</b>	\$5.91
<b>Line-Sch:</b> 28-1	<b>Line Description:</b> Toner for HP LaserJet Enterprise M506 Printer, Black HP87X, Supplier Part#CF287X, Commodity Code:20772922812	<b>Class/Item:</b> 207/72	<b>Quantity:</b> 6.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$152.01000	<b>Extended Amt:</b> \$912.06	<b>Due Date:</b> 02/26/2020	
Ship To: 1P02		<b>Delivery Instructions:</b>						
5715 I-27 Amarillo TX 79110 United States								
						<b>Schedule Total</b>	\$912.06	
						<u>ReqID:</u> 0000008714		
REQUESTOR: Amanda Porter-Brown Phone:(806) 457-3611 Email: Amanda.porterbrown@txdmv.gov							<b>Item Total for Line # 28</b>	\$912.06

Authorized Signature

*Rosemary Lamora*

01/30/2020



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20063982  
 Business Unit # 60800  
 Purchase Order # 0000007909

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 29-1	<b>Line Description:</b> Marker, Permanent, Fine Tip, 12/Pk, Skilcraft, Black, Supplier Part #62090220989, TIBH	<b>Class/Item:</b> 620/90	<b>Quantity:</b> 1.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$7.88000	<b>Extended Amt:</b> \$7.88	<b>Due Date:</b> 02/26/2020	
Ship To: 1P02		<b>Delivery Instructions:</b>						
5715 I-27 Amarillo TX 79110 United States								
						<b>Schedule Total</b>	<input type="text" value="\$7.88"/>	
						<u>ReqID:</u> 0000008714		
REQUESTOR: Amanda Porter-Brown Phone:(806) 457-3611 Email: Amanda.porterbrown@txdmv.gov							<b>Item Total for Line # 29</b>	<input type="text" value="\$7.88"/>
<b>Line-Sch:</b> 30-1	<b>Line Description:</b> Highlighter, Blister Pack, 4: Yellow, Pink, Orange, Green, Commodity Code: 62090680208,	<b>Class/Item:</b> 620/90	<b>Quantity:</b> 2.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$4.80000	<b>Extended Amt:</b> \$9.60	<b>Due Date:</b> 02/26/2020	
Ship To: 1P02		<b>Delivery Instructions:</b>						
5715 I-27 Amarillo TX 79110 United States								
						<b>Schedule Total</b>	<input type="text" value="\$9.60"/>	
						<u>ReqID:</u> 0000008714		
REQUESTOR: Amanda Porter-Brown Phone:(806) 457-3611 Email: Amanda.porterbrown@txdmv.gov							<b>Item Total for Line # 30</b>	<input type="text" value="\$9.60"/>

Authorized Signature

*Rosemary Lamora*

01/30/2020





Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20063982  
 Business Unit # 60800  
 Purchase Order # 0000007909

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
31-1	Labels, Address, Avery 5160, 1" x 2-5/8", TIBH, Commodity Code: 20772502033	20772	10.0000	BOX	\$21.71000	\$217.10	02/26/2020
Ship To: 1P02		Delivery Instructions:					
5715 I-27 Amarillo TX 79110 United States							
						Schedule Total	\$217.10
						ReqID:	0000008714
REQUESTOR: Amanda Porter-Brown							
						Item Total for Line # 31	\$217.10
						Total PO Amount	\$3,921.36

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*  
01/30/2020



# Purchase Order

## PO No. 20063982

Order Date: 01/30/2020

Internal Tracking No.: 0000007909

**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:** Take note of various/multiple delivery locations.

Thank you!

**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	<a href="mailto:Rosemary.Zamora@TxDMV.gov">Rosemary.Zamora@TxDMV.gov</a>	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61519	61519703504	<b>Calendar, Wall, Monthly, 22 In x 31.25 In. Wirebound, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering MPN: HOD334 Manufacturer Name: House of Doolittle	12	EACH	17.79	\$213.48



# Purchase Order

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Order Date: 01/30/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61519	61519703502	<b>Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering MPN: HOD13502 Manufacturer Name: House of Doolittle	8	EACH	11.49	\$91.92
3	61519	61519130779	<b>Calendar, Desk Pad, 22 x 17, 12 Months, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering MPN: HOD124 Manufacturer Name: House of Doolittle	6	EACH	8.49	\$50.94



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	61519	61519700279	<b>Calendar, Monthly Planner, Black, 6.8 In x 8.75 In, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering MPN: HOD262602 Manufacturer Name: House of Doolittle	18	EACH	13.08	\$235.44
5	61519	61519700278	<b>Calendar, Weekly Planner, Black, 5 in x 8 in, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering MPN: HOD278 Manufacturer Name: House of Doolittle	9	EACH	12.21	\$109.89



# Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	61519	61519130781	<b>Calendar, Wall, Jan - Dec. 24 x 37, Laminated, 2 Sides, Incl. Marker and Hangers, Plus Freight Order Less Than 4 Ea</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Virginia Pickering MPN: HOD396 Manufacturer Name: House of Doolittle	6	EACH	16.29	\$97.74
7	83220	83220112	<b>Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/ Pack, Freight Order Less Than \$50</b> Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: REQUESTOR: Maria Guevara	3	PKG	5.91	\$17.73
8	61562	61562384315	<b>Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: REQUESTOR: Maria Guevara	1	PKG	11.92	\$11.92



# Purchase Order

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Order Date: 01/30/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	61562	61562384000	<b>Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: REQUESTOR: Maria Guevara	1	PKG	9.39	\$9.39
10	64521	64521350104-10	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: REQUESTOR: Maria Guevara Manufacturer Name: Skilcraft	8	CRTN	47.65	\$381.20
11	64085	64085121008	<b>Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/14/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: REQUESTOR: Maria Guevara	1	CASE	61.85	\$61.85



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
12	48613	48613501	<b>Hand Sanitizer, Instant, Purell, Green Seal Certified, 8 Oz. Pump Bottle, 12/CS</b> Contract: 486-A1 Contract Type: Term Delivery ARO (days): 18 Delivery Date: 2/17/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: REQUESTOR: Ashley Lopez	1	CASE	49.68	\$49.68
13	62080	62080220106	<b>Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25</b> Attribute 1: Fine Blue-62080220221 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: REQUESTOR: Julie Payne	3	DOZ	9.30	\$27.90
14	20772	20772922812	<b>CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included</b> Contract: 207-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/14/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: REQUESTOR: Julie Payne	1	EACH	152.01	\$152.01



# Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
15	62080	62080031008	<b>Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Blue-62080035009 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	2	DOZ	2.00	\$4.00
16	62080	62080151541	<b>Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25</b> Attribute 1: Black- 62080151020 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	4	DOZ	10.60	\$42.40
17	62080	62080231100	<b>Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25</b> Attribute 1: RED Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6 MPN: 46810D Manufacturer Name: Zebra	4	DOZ	10.50	\$42.00





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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
18	62080	62080190267	<b>Pen, Gel Ink, Medium Point, Rubber Grip, GR8, Plus Freight Order Less Than \$25</b> Attribute 1: Black-62080190267 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	4	DOZ	14.35	\$57.40
19	62090	62090384009	<b>Highlighter, Pocket, 3 Each-Yellow, Blue, Pink, Green, Rubberized Barrel, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 2/6/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	4	DOZ	7.22	\$28.88
20	62060	62060181005	<b>Lead Refill, 0.5mm. 12 Leads/Tube, 12 Tubes/Box, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 3/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	2	BOX	8.64	\$17.28



# Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
21	62080	62080220403	<b>Pen, Rollerball, Black Gel Ink, Stick with Cap, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Black-62080220403 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	3	DOZ	7.28	\$21.84
22	64521	64521350104-10	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50
23	61573	61573184324	<b>Binder, 2" Capacity, Slant 3 D Ring, Vinyl View, Inside Front/Back Pockets, Plus Freight Order Less Than \$25</b> Attribute 1: White-61573184324-1 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: REQUESTOR: Renee Israel, Bldg 6	12	EACH	5.38	\$64.56



# Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
24	62090	62090220989	<b>Marker, Permanent, Fine Tip, Plus Freight Order Less Than \$25</b> Attribute 1: Black-62090220989 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 602 N. Staples Street Suite 130 CORPUS CHRISTI TX 78401 Notes: REQUESTOR: Cynthia Cortinas cynthia.cortinas@txdmv.gov	2	DOZ	7.88	\$15.76
25	64521	64521350104-10	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 2/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50
26	62080	62080151541	<b>Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown	1	DOZ	10.60	\$10.60



# Purchase Order

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Internal Tracking No.: 0000007909

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
27	83220	83220112	<b>Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50</b> Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown	1	PKG	5.91	\$5.91
28	20772	20772922812	<b>CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included</b> Contract: 207-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/14/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown	6	EACH	152.01	\$912.06
29	62090	62090680208	<b>Highlighter, Blister Pack, 4: Yellow, Pink, Orange, Green, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown	2	Pack	4.80	\$9.60



# Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
30	62090	62090220989	<b>Marker, Permanent, Fine Tip, Plus Freight Order Less Than \$25</b> Attribute 1: Black-62090220989 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown	1	DOZ	7.88	\$7.88
31	20772	20772502033	<b>Labels, Address, Avery 5160, 1" X 2-5/8", White, 30 Labels/Sheet, 100 Sheet/Box, Freight Included</b> Contract: 207-A2 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 2/10/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: REQUESTOR: Amanda Porter-Brown	10	BOX	21.71	\$217.10

**Total \$3,921.36**