



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000007926

Payment NET3 Freight FOB Ship Via: US MAIL PCC: E Date: 01/31/20 PO Method: SP Dispatch: Dispatch Rev Dt:
Terms: 0 Terms: Destination Via Print

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

Vendor: OFFICE DEPOT INC
8510 4 WINDS DR
WINDCREST TX 78239-1946
United States

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

Vendor ID: 1592663954 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Travis Reese
Phone: 512 4654180
Fax: 512/465-5641

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.

TxDmv Contact:

Renee Israel
Renee.Israel@TxDMV.gov
(512) 465-1420

Vendor Contact:

Lori Pickering
Lori.Pickering@officedepot.com
(512) 765-7536

Authorized Signature

[Handwritten Signature]

02/10/2020



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Item # 650809 Office Depot® Brand 14- Pocket Portfolio, Assorted Colors	615/41	1.0000	SET	\$7.39000	\$7.39	02/07/2020
						Schedule Total	<input type="text" value="\$7.39"/>
				<u>ReqID:</u> 0000008645			
Requestor: Renee Israel						Item Total for Line # 1	<input type="text" value="\$7.39"/>
2-1	Item # 416567 Office Depot® Brand Plastic Cubicle Hooks, 5 15/16" x 11/16" x 3 1/2", 30% Recycled, Charcoal, Pack Of 5	450/36	10.0000	PKG	\$3.79000	\$37.90	02/07/2020
						Schedule Total	<input type="text" value="\$37.90"/>
				<u>ReqID:</u> 0000008701			
Requestor: Renee Israel						Item Total for Line # 2	<input type="text" value="\$37.90"/>
						Total PO Amount	<input type="text" value="\$45.29"/>

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

02/10/2020