



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20066613  
 Business Unit # 60800  
 Purchase Order # 0000007969  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** See Detail Below **Ship Via:** See Detail Below **PCC:** 0 **Date:** 02/13/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/09/20

**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:** 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 Contacts:**  
 [See Line Details]

**Vendor Contact:**  
 Audrey Cedillo  
 Smartbuy@Tibh.Org  
 (512) 451-8145

TxSmartbuy PO# 20066613

Term Contracts: 620-A1, 615-A1, 207-A1, 640-A1, 645-A1, 485-A1

FREIGHT: PREPAY + ADD

POCN1, Travis R, 04/09/2020: Cancelled line 16, items re-sourced to different vendor on PO# 60800 0000008122

**Authorized Signature**

**04/09/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Commodity Code: 62080350010 Item Detail: Pen, Ballpoint, Hybrid Ink, Medium Point, Rubber Grip, Stick with Cap INK: Blue-62080350028	620/80	10.0000	DOZ	\$4.54000	\$45.40	02/27/2020	
<b>Ship To:</b> 1P22		<b>Delivery Instructions:</b>						
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States								
						<b>Schedule Total</b>	\$45.40	
						<b>ReqID:</b> 0000008727		
Requestor: Philip Valdez Philip.Valdez@TxDMV.gov (210) 731-2165							<b>Item Total for Line # 1</b>	\$45.40
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Commodity Code: 62090680208 Item Detail: Highlighter, Blister Pack, 4: Yellow, Pink, Orange, Green	620/90	6.0000	PAK	\$4.80000	\$28.80	02/27/2020	
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						<b>Schedule Total</b>	\$28.80	
						<b>ReqID:</b> 0000008748		
Requestor: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512							<b>Item Total for Line # 2</b>	\$28.80

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Commodity Code: 62080231100 Item Detail: Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa COLOR: BLUE	620/80	2.0000	EA	\$10.50000	\$21.00	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$21.00	
						<b>ReqID:</b> 0000008705		
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 3</b>	\$21.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Commodity Code: 20772922812 Item Detail: CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501	207/72	18.0000	EA	\$152.01000	\$2,736.18	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$2,736.18	
						<b>ReqID:</b> 0000008705		
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 4</b>	\$2,736.18

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Commodity Code: 62090383509 Item Detail: Highlighter, Chisel Tip, Yellow, 100% Recycled, 12 Ea/Box	620/90	6.0000	EA	\$9.50000	\$57.00	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States						<b>Schedule Total</b>	\$57.00	
				<b>ReqID:</b> 0000008705				
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 5</b>	\$57.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Commodity Code: 62080190007 Item Detail: Pen, Erasable, Retractable, Gel Ink, .7mm, Refillable INK COLOR: Blue	620/80	2.0000	EA	\$9.29000	\$18.58	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States						<b>Schedule Total</b>	\$18.58	
				<b>ReqID:</b> 0000008705				
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 6</b>	\$18.58

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Commodity Code: 62080190267 Item Detail: Pen, Gel Ink, Medium Point, Rubber Grip, GR8 INK: Blue-62080190564	620/80	3.0000	EA	\$14.35000	\$43.05	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States						<b>Schedule Total</b>	\$43.05	
				<b>ReqID:</b> 0000008705				
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 7</b>	\$43.05
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Commodity Code: 62080190267 Item Detail: Pen, Gel Ink, Medium Point, Rubber Grip, GR8 INK: Black-62080190267	620/80	3.0000	EA	\$14.35000	\$43.05	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States						<b>Schedule Total</b>	\$43.05	
				<b>ReqID:</b> 0000008705				
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 8</b>	\$43.05

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	Commodity Code: 61562384000 Item Detail: Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	615/62	2.0000	EA	\$9.39000	\$18.78	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$18.78	
						<b>ReqID:</b> 0000008705		
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 9</b>	\$18.78
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
10-1	Commodity Code: 61562381501 Item Detail: Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad	615/62	4.0000	EA	\$4.58000	\$18.32	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$18.32	
						<b>ReqID:</b> 0000008705		
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 10</b>	\$18.32

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
11-1	Commodity Code: 64085121008 Item Detail: Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS	640/85	1.0000	EA	\$61.85000	\$61.85	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$61.85	
						<b>ReqID:</b> 0000008705		
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 11</b>	\$61.85
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
12-1	Commodity Code: 64521411718 Item Detail: Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS	645/21	70.0000	EA	\$43.21000	\$3,024.70	02/27/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$3,024.70	
						<b>ReqID:</b> 0000008705		
Requestor: Jackie Duckworth Jackie.Duckworth@TxDMV.gov (512) 465-1458							<b>Item Total for Line # 12</b>	\$3,024.70

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13-1	Commodity Code: 20772922812 Item Detail: CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501	207/72	15.0000	EA	\$152.01000	\$2,280.15	03/02/2020	
<b>Ship To:</b> 1P08		<b>Delivery Instructions:</b>						
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States								
						<b>Schedule Total</b>	\$2,280.15	
						<b>ReqID:</b> 0000008772		
Requestor: Krystal Reed Krystal.Reed@TxDMV.gov (972) 478-5220							<b>Item Total for Line # 13</b>	\$2,280.15
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
14-1	Commodity Code: 61529301006 Item Detail: Correction Tape, Standard Tip, White, Single Line	615/29	50.0000	EA	\$1.77000	\$88.50	03/02/2020	
<b>Ship To:</b> 1P08		<b>Delivery Instructions:</b>						
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States								
						<b>Schedule Total</b>	\$88.50	
						<b>ReqID:</b> 0000008772		
Requestor: Krystal Reed Krystal.Reed@TxDMV.gov (972) 478-5220							<b>Item Total for Line # 14</b>	\$88.50

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
15-1	Commodity Code: 48513504067 Item Detail: Hand Sanitizer, 2 Liter With Pump, Purell/Skilcraft, 4/CS	485/13	3.0000	CS	\$82.14000	\$246.42	03/02/2020	
<b>Ship To:</b> 1P08		<b>Delivery Instructions:</b>						
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States								
						<b>Schedule Total</b>	<input type="text" value="\$246.42"/>	
						<b>ReqID:</b> 0000008772		
Requestor: Krystal Reed Krystal.Reed@TxDMV.gov (972) 478-5220							<b>Item Total for Line # 15</b>	<input type="text" value="\$246.42"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
16-1	Commodity Code: 78573755713 Item Detail: Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets	785/73	36.0000	EA	\$1.28000	\$0.00	CANCEL	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	<input type="text" value="\$0.00"/>	
Requestor: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031							<b>Item Total for Line # 16</b>	<input type="text" value="\$0.00"/>

**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.

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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

A handwritten signature in black ink, appearing to be "M. Smith", written over a horizontal line.

04/09/2020