



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007983

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 02/20/20 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** 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

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Travis.Reese@txdmv.gov

Bill To Fax:

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:

Lori Pickering
 Lori.Pickering@officedepot.com
 (888) 777-4044

Authorized Signature

02/21/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Logitech M570 Wirelss Trackball Mouse Item# 989412	206/66	2.0000	EA	\$29.99000	\$59.98	02/27/2020
						Schedule Total	\$59.98
						ReqID:	0000008753
TxDMV Contact: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031						Item Total for Line # 1	\$59.98
2-1	Office Depot Perforated Writing Pad, White, 5" x 8", pack of 12 Item# 306902	615/62	3.0000	PAK	\$8.79000	\$26.37	02/27/2020
						Schedule Total	\$26.37
						ReqID:	0000008753
TxDMV Contact: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031						Item Total for Line # 2	\$26.37
3-1	Office Depot Perforated Writing Pad, White, 8 1/2" x 11" pack of 12 Item# 305466	615/62	3.0000	PAK	\$11.89000	\$35.67	02/27/2020
						Schedule Total	\$35.67
						ReqID:	0000008753
TxDMV Contact: Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031						Item Total for Line # 3	\$35.67

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Dry-Erase Whiteboard, 48" x 72" Item# 691976	785/15	1.0000	EA	\$157.59000	\$157.59	02/27/2020
						Schedule Total	\$157.59
						ReqID:	0000008711
TxDMV Contact: Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043						Item Total for Line # 4	\$157.59
5-1	Post it® Super Sticky Notes, 3" x 3", Canary Yellow, Pack Of 12 Pads Item# 504728	615/62	1.0000	PAK	\$21.99000	\$21.99	02/27/2020
						Schedule Total	\$21.99
						ReqID:	0000008711
TxDMV Contact: Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043						Item Total for Line # 5	\$21.99
6-1	Avery® Removable Color- Coding Labels, Removable Adhesive, Assorted Colors, 3/4" Diameter, 1,008 Labels Item# 191304	615/62	1.0000	PAK	\$8.99000	\$8.99	02/27/2020
						Schedule Total	\$8.99
						ReqID:	0000008711
TxDMV Contact: Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043						Item Total for Line # 6	\$8.99

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Bostitch G2K Push-Style Staple Remover Chrome Item #908608	605/82	6.0000	EA	\$5.49000	\$32.94	02/27/2020
						Schedule Total	<input type="text" value="\$32.94"/>
						RegID: 0000008778	
TxDMV Contact: Dawn McNabb Dawn.McNabb@TxDMV.gov (512) 465-1262						Item Total for Line # 7	<input type="text" value="\$32.94"/>

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.

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

Authorized Signature

02/21/2020