



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007986  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 02/21/20 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:** 07/15/20  
**Terms:** **Terms:** AND ADD **Dispatch:** Via Print

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

**Vendor:** TEXAS DEPARTMENT OF PUBLIC SAFETY  
 CRIME RECORDS SERVICE  
 PO BOX 15999  
 AUSTIN TX 787615999  
 United States

**Ship To:** 1P17 - Longview Region  
 4549 W. Loop 281  
 Longview TX 75604  
 United States

**Vendor ID:** 3405405405 0

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

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

**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.

**Interagency Agreement Contract Act:**

Texas Government Code, Title 7, Chapter 771

The logo to be imprinted on the goods covered by this procurement is copyrighted by TxDMV. The vendor is advised that permission for use of the logo is granted only for meeting the requirements of this procurement. Any person or company wishing to use the logo for other than this purpose must contact the TxDMV Purchasing Section at (512) 465-4193.

**TxDMV Contact:**

Maria Guevara  
 Maria.Guevara@TxDMV.gov  
 (903) 237-2816

**Vendor Contact:**

Daniel Wilcox  
 reprographics@dps.texas.gov  
 (512) 424-2645

Texas Department of Public Safety Quote# 20190909-001

**Authorized Signature**

**07/15/2020**



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Contract: 966-M2

Travis R, POCN 1, 07/15/2020: Corrected price on each line from \$20 to \$21 per DPS quote# 20190909-001

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Envelope, #10, Window, 24#, White Wove, Regular Rounded Gummed Flap, Black Ink, 500/box.	966/31	7.0000	BOX	\$21.00000	\$147.00	03/06/2020

Return address to read:

TxDMV Logo  
 Texas Department of Motor  
 Vehicles  
 Longview Regional Service  
 Center  
 4549 W Loop 281  
 Longview, Texas 75604

Schedule Total

ReqID:  
0000008795

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Envelope, #10, Non-Window, 24#, White Wove, Regular Rounded Gummed Flap, Black Ink, 500/box.	966/31	12.0000	BOX	\$21.00000	\$252.00	03/06/2020

Return address to read:

TxDMV Logo  
 Texas Department of Motor  
 Vehicles  
 Longview Regional Service  
 Center  
 4549 W Loop 281  
 Longview, Texas 75604

Schedule Total

ReqID:  
0000008795

Item Total for Line # 2

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

07/15/2020



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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

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

07/15/2020