



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20078532
 Business Unit # 60800
 Purchase Order # 0000008100

Payment Terms: NET30 Freight See Detail Ship Via: VNDR PCC: X Date: 03/18/20 PO Method: AT Dispatch: Dispatch Via Print Rev Dt:

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: See Detail Below

Vendor ID: 1592663954 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:

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.

Texas SmartBuy PO: 20078532, 20078535, 20078539

Contract #: TXMAS-20-7501

Vendor Contact Information:

VID: 15926639541
 Contractor: Office Depot, Inc.
 Contact Name: Leslie Garza
 Email: leslie.garza@officedepot.com
 Phone: (956) 279-5240
 Address: 9501 Amberglen Blvd., Suite 200 Austin TX 78729

TxDMV Contact(s): "SEE PO"

Authorized Signature

Rosemary Zamora

03/18/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Swingline Premium Commercial Desk Stapler, Black, Supplier Part #118645, Manufacturer Part #76701 (Texas SmartBuy)	605/88	2.0000	EA	\$30.92000	\$61.84	03/18/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$61.84
						ReqID: 0000008667	
TxDMV Contact: Victoria Nichols Email: victoria.nichols@txdmv.gov (512) 465-4001							
						Item Total for Line # 1	\$61.84
2-1	Retractable Gel Pens Bullet Point 07 mm Gray Barrel Assorted Standard and Bright Ink Colors Pack of 14 TxSmartBuy - Supplier Part #: sctulbg07p14	620/80	2.0000	PAK	\$12.94000	\$25.88	03/18/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$25.88
						ReqID: 0000008787	
TxDMV Contact: Virginia Pickering Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov							
						Item Total for Line # 2	\$25.88

Authorized Signature
Rosemary Lamora
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Clip Buldg Mag #1 1.25In*1C SP# 757620, BSN58504 (Office Depot#).	615/69	12.0000	EA	\$1.01000	\$12.12	03/18/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$12.12	
						ReqID: 0000008821		
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov bldg. 6							Item Total for Line # 3	\$12.12
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Urban Ultra Multicase, 17.3", 17" x 4" x 12 1/4", Black SKU: USL UBN3004	530/46	1.0000	EA	\$65.62000	\$65.62	03/18/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$65.62	
						ReqID: 0000008821		
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov bldg. 6							Item Total for Line # 4	\$65.62

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Hooks Panel Wire 24/Bx OIC30190	615/33	1.0000	BOX	\$4.33000	\$4.33	03/18/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$4.33	
						ReqID: 0000008851		
TxDMV Contact: Gerri Ries Phone: 512/872-8103 Email: gerri.ries@txdmv.gov							Item Total for Line # 5	\$4.33

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Avery Permanet Self-Adhesive Notarial Seals, 2in Deameter, Pack of 44 #5868	605/78	12.0000	PAK	\$2.24000	\$26.88	03/18/2020	
Ship To: 1P13		Delivery Instructions:						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						Schedule Total	\$26.88	
						ReqID: 0000008841		
TxDMV Contact: Christy McDaniel Email: christy.mcdaniel@txdmv.gov Phone: (817) 285-1512							Item Total for Line # 6	\$26.88

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Wall Clock, 14", Manufacturer: Realspace, Manufacturer Part #: ODX970, Commodity Code: 19580 (Office Depot#)	195/80	1.0000	EA	\$13.76000	\$13.76	03/25/2020	
Ship To: 1P05		Delivery Instructions:						
810 FM 2821 Huntsville TX 77349 United States								
						Schedule Total	\$13.76	
						ReqID: 000008846		
TxDMV Contact: Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512/465-1438							Item Total for Line # 7	\$13.76

Total PO Amount \$210.43

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
 03/18/2020