



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20086899
 Business Unit # 60800
 Purchase Order # 0000008174

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** X **Date:** 04/01/20 **PO Method:** AT **Dispatch:** Dispatch **Rev Dt:** Via Print

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

Vendor: TEJAS OFFICE PRODUCTS, INC
 1255 W 20TH ST
 HOUSTON TX 77008-3315
 United States

Ship To: 1P21 - Pharr Region
 600 West Expressway 83
 Pharr TX 78577
 United States

Vendor ID: 1760032427 5

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:

Ariana Rosa
 Ariana.Rosa@TxDMV.gov
 (956) 784-6712

Vendor Contact:

Jeanette Cosakis
 CSR@tejasoffice.com
 (713) 864-6004

TxSmartbuy PO# 20086899

Contract# TXMAS-18-7506

Authorized Signature

04/01/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	SKILCRAFT POWER DUSTER, W/ EX TENSION TUBE, 10 OZ. CAN, 6/BX (PRODUCT/9144279)	207/25	1.0000	BOX	\$29.52000	\$29.52	04/08/2020
						Schedule Total	<input type="text" value="\$29.52"/>
						ReqID: 0000008864	
						Item Total for Line # 1	<input type="text" value="\$29.52"/>
2-1	SKILCRAFT SLANT D-RING VIEW BINDER, 3" CAPACITY, BLACK	615/09	3.0000	EA	\$6.40000	\$19.20	04/08/2020
						Schedule Total	<input type="text" value="\$19.20"/>
						ReqID: 0000008864	
						Item Total for Line # 2	<input type="text" value="\$19.20"/>
						Total PO Amount	<input type="text" value="\$48.72"/>

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

04/01/2020



Purchase Order

PO No. 20086899

Order Date: 4/1/2020

Internal Tracking No.: 0000008174

Contractor Info

Tejas Office Products, Inc. - Houston
17600324275
1225 W. 20th St.
Houston, TX 77008

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
600 W EXPRESSWAY 83
PHARR TX 78577

NOTE TO CONTRACTOR:**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Travis Reese	Travis.Reese@TxDMV.gov	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	20725	793001398247 3	Power Duster, W/ EX tension Tube,10 Oz. Can, 6/BX Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/3/2020 Notes: TxDMV Contact: Ariana Rosa Ariana.Rosa@TxDMV.gov (956) 784-6712 MPN: 0013982473 Manufacturer Name: SKILCRAFT	1	BOX	29.52	\$29.52



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61509	751001412633 8	Slant D-Ring View Binder, 3" Capacity, Black Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/3/2020 Notes: TxDMV Contact: Ariana Rosa Ariana.Rosa@TxDMV.gov (956) 784-6712 MPN: 0014126338 Manufacturer Name: SKILCRAFT	3	EACH	6.40	\$19.20

Total \$48.72