



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20086914
 Business Unit # 60800
 Purchase Order # 0000008176

Payment Terms: NET30 **Freight Terms:** PREPAY **AND ADD** **Ship Via:** VNDR **PCC:** E **Date:** 04/01/20 **PO Method:** DG **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: 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:

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: 20086914

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 Amberglenn Blvd., Suite 200 Austin TX 78729

TxDMV Contact:

"SEE PO"

Authorized Signature

Rosemary Zamora

04/01/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Dymo Labels Roll 1/1.8 x 3.5 Address, White (61551)	615/51	10.0000	EA	\$6.54000	\$65.40	04/01/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$65.40	
						ReqID: 0000008883		
TxDMV Contact: Jacqueline Duckworth Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov							Item Total for Line # 1	\$65.40

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Batteries C Cell Bulk Pkg	615/51	4.0000	EA	\$21.39000	\$85.56	04/10/2020	
Ship To: 1P12		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$85.56	
						ReqID: 0000008941		
TxDMV Contact: Dawn McNabb Phone: 512/465-1262 Email: dawn.mcnabb@txdmv.gov							Item Total for Line # 2	\$85.56

Total PO Amount \$150.96

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 Zamora
 04/01/2020