



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20087025  
 Business Unit # 60800  
 Purchase Order # 0000008178

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 04/02/20 **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

**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:**

Leslie Garza  
 Leslie.Garza@officedepot.com  
 (956) 279-5240

TxSmartbuy PO# 20087025

Contract: TXMAS-20-7501

**Authorized Signature**

**04/02/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Sheet protectors - 2.4 mil thickness, for letter 8 1/2 in x 11 in sheet - clear - polypropylene - 50/pack	615/80	1.0000	PAK	\$4.31000	\$4.31	04/08/2020	
<b>Ship To:</b> 1P21		<b>Delivery Instructions:</b>						
600 West Expressway 83 Pharr TX 78577 United States								
						<b>Schedule Total</b>	\$4.31	
						<b>ReqID:</b> 0000008864		
TxDMV Contact: Ariana Rosa Ariana.Rosa@TxDMV.gov (956) 784-6712							<b>Item Total for Line # 1</b>	\$4.31

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Smead 14030 Pressboard Classification Folders, Letter, Six-Section, Blue - SMD14030	615/45	3.0000	BOX	\$37.60000	\$112.80	04/08/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$112.80	
						<b>ReqID:</b> 0000008948		
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							<b>Item Total for Line # 2</b>	\$112.80

**Total PO Amount** \$117.11

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

04/02/2020



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Texas SmartBuy PO # 20087025  
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Authorized Signature

A handwritten signature in black ink, appearing to be "M. Smith", written over a light gray background.

04/02/2020



# Purchase Order

## PO No. 20087025

Order Date: 4/2/2020

Internal Tracking No.: 0000008178

**Contractor Info**

Office Depot, Inc.  
15926639541  
9501 Amberglen Blvd., Suite 200  
Austin, TX 78729

(512) 765-7536

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Items to be shipped to multiple addresses. See shipping details below for each line item.

**NOTE TO CONTRACTOR:** Multiple ship-to addresses, please see details below

**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	<a href="mailto:Travis.Reese@TxDMV.gov">Travis.Reese@TxDMV.gov</a>	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61580	9956171	<b>Business Source Top-Loading Poly Sheet Protectors - 2.4 mil Thickness - For Letter 8 1/2in x 11in Sheet - Rectangular - Clear - Polypropylene - 50 / Pack</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/6/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 600 W EXPRESSWAY 83 PHARR TX 78577 Notes: TxDMV Contact: Ariana Rosa Ariana.Rosa@TxDMV.gov (956) 784-6712 MPN: BSN32357 Manufacturer Name: Business Source	1	PACK	4.31	\$4.31



# Purchase Order

PO No. 20087025

Order Date: 4/2/2020

Internal Tracking No.: 0000008178

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61545	601809	<b>Smead Classification Folders, Top-Tab With SafeSHIELD Coated Fasteners, 2in Expansion, Letter Size, 50% Recycled, Blue, Box Of 10</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/6/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386 MPN: SMD14030 Manufacturer Name: Smead	3	BOX	37.60	\$112.80

**Total \$117.11**