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

<table>
<thead>
<tr>
<th>Payment</th>
<th>NET30</th>
<th>Freight</th>
<th>FOB</th>
<th>Ship Via:</th>
<th>VNDR</th>
<th>PCC: X</th>
<th>Date: 04/02/20</th>
<th>PO Method:</th>
<th>AT</th>
<th>Dispatch:Dispatch Via Print</th>
<th>Rev Dt:</th>
</tr>
</thead>
</table>

**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

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

**Vendor ID:** 1592663954 1

**Purchaser:** Travis Reese

**Phone:** 512 4654180  
**Fax:** 512/465-5641

**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.

- **Notes:** 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

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**Authorized Signature**

04/02/2020
<table>
<thead>
<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Sheet protectors - 2.4 mil thickness, for letter 8 1/2 in x 11 in sheet - clear - polypropylene - 50/pack</td>
<td>615/80</td>
<td>1.0000</td>
<td>PAK</td>
<td>$4.31000</td>
<td>$4.31</td>
<td>04/08/2020</td>
</tr>
</tbody>
</table>

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

**Delivery Instructions:**

**Schedule Total:** $4.31

**RegID:** 000008864

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

**Item Total for Line #1:** $4.31

<table>
<thead>
<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1</td>
<td>Smead 14030 Pressboard Classification Folders, Letter, Six-Section, Blue - SMD14030</td>
<td>615/45</td>
<td>3.0000</td>
<td>BOX</td>
<td>$37.60000</td>
<td>$112.80</td>
<td>04/08/2020</td>
</tr>
</tbody>
</table>

**Ship To:** 1P00  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Delivery Instructions:**

**Schedule Total:** $112.80

**RegID:** 000008948

**TxDMV Contact**  
Jennifer Whittaker  
Jennifer.Whittaker@TxDMV.gov  
(512) 465-1386

**Item Total for Line #2:** $112.80

**Total PO Amount:** $117.11

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All Shipment, 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
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.

Texas Comptroller of Public Accounts – Statewide Procurement Division

<table>
<thead>
<tr>
<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/ Supplier Part #</th>
<th>Item</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>61580</td>
<td>9956171</td>
<td>Business Source Top-Loading Poly Sheet Protectors - 2.4 mil Thickness - For Letter 8 1/2in x 11in Sheet - Rectangular - Clear - Polypropylene - 50 / Pack</td>
<td>1</td>
<td>PACK</td>
<td>4.31</td>
<td>$4.31</td>
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</tbody>
</table>
## Purchase Order

**PO No. 20087025**  
Order Date: 4/2/2020  
Internal Tracking No.: 0000008178

### Line Item Details

<table>
<thead>
<tr>
<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/ Supplier Part #</th>
<th>Item</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>61545</td>
<td>601809</td>
<td>Smead Classification Folders, Top-Tab With SafeSHIELD Coated Fasteners, 2in Expansion, Letter Size, 50% Recycled, Blue, Box Of 10</td>
<td>3</td>
<td>BOX</td>
<td>37.60</td>
<td>$112.80</td>
</tr>
</tbody>
</table>

**Total** $117.11

Notes: TxDMV Contact: Jennifer Whittaker  
Jennifer.Whittaker@TxDMV.gov  
(512) 465-1386  
MPN: SMD14030  
Manufacturer Name: Smead