



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20088459  
 Business Unit # 60800  
 Purchase Order # 000008228  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 04/13/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 06/12/20  
**Terms:** AND ADD **Via Print**

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

**Vendor:** WORKQUEST  
 1011 E 53rd St  
 AUSTIN TX 78751  
 United States

**Ship To:** 1P19 - MidlandOdessa Region  
 3901 East Hwy. 80  
 Odessa TX 79761  
 United States

**Vendor ID:** 1741976051 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: 20088459

Term Contract#: 645-A1

**VENDOR CONTACT INFORMATION:**

VID: 17419760511  
 Contractor: WorkQuest (formerly TIBH)  
 Audrey Cedillo  
 Email: smartbuy@tibh.org  
 Phone: (512) 451-8145  
 Address: 1011 East 53 1/2 Street Austin TX 78751

**TXDMV CONTACT INFORMATION:**

"SEE PO"

6/12/2020 - Buyer Rosemary Zamora

POCN 1 - created to change the unit price to match the Smartbuy amount from the vendor (Workquest). This was missed during the creation of the CAPPs PO. Price was changed from \$37.72 per carton to \$47.65 per carton.

**Authorized Signature**

*Rosemary Zamora*

**06/12/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	copier paper Recycles; 8-1/2 x 11	645/21	8.0000	CTN	\$47.65000	\$381.20	04/13/2020
						Schedule Total	\$381.20
				ReqID:	0000008967		
TxDMV Contact: Julie Payne Phone: (432) 276-4411 Email: julie.payne@txdmv.gov						Item Total for Line # 1	\$381.20

Total PO Amount \$381.20

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*  
06/12/2020