



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20089149
 Business Unit # 60800
 Purchase Order # 0000008246

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **Date:** 04/17/20 **PO Method:** DG **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1592663954 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Jason Adams
Phone: 512/465-4181
Fax: 512/465-5641

Bill To Fax:

Email: Jason.Adams@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Contract: TXMAS-20-7501
 Tx Smart Buy PO - 20089149

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:

Stacey Cullen
 Stacey.Cullen@TxDMV.gov
 (512) 465-4164

Vendor Contact:

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

Quantities

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchases order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantities.

Authorized Signature

04/20/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Sortkwik Hygienic Fingertip Moistener, 50% Recycled, 1 Oz, Pink Item # 206573	605/46	20.0000	EA	\$2.43000	\$48.60	04/17/2020
						Schedule Total	\$48.60
						ReqID:	0000008937
						Item Total for Line # 1	\$48.60
2-1	Yellow self stick note pad 1 1/2" x 2" - 470237	615/62	5.0000	EA	\$3.11000	\$15.55	04/24/2020
						Schedule Total	\$15.55
						ReqID:	0000008937
						Item Total for Line # 2	\$15.55
3-1	Sarasa Retractable Gel Pen Blue Ink Medium (4 pack) - 62080230204	620/80	4.0000	EA	\$6.60000	\$26.40	04/24/2020
						Schedule Total	\$26.40
						ReqID:	0000008937
						Item Total for Line # 3	\$26.40

Authorized Signature

04/20/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Sarasa Retractable Gel Pen Black Ink Medium (4 pack) - Sarasa Retractable Gel Pen Black Ink Medium (4 pack)	620/80	4.0000	EA	\$6.60000	\$26.40	04/24/2020
						Schedule Total	<input type="text" value="\$26.40"/>
						ReqID:	
						0000008937	
						Item Total for Line # 4	<input type="text" value="\$26.40"/>

Total PO Amount

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

04/20/2020