



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008293

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** See Detail Below **PCC:** F **Date:** 05/04/20 **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:** AZTEC PROMOTIONAL GROUP, LP  
 1616 WEST 5TH STREET  
 USA  
 AUSTIN TX 78703-1711  
 United States

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

**Vendor ID:** 1203052937 9

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

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Travis.Reese@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Health and Safety. On Friday, March 13, Governor Abbott declared a State of Disaster for all Texas counties amid the growing need to prepare for, respond to, and mitigate the spread of COVID-19. As part of the Governor's directive, state employees across Texas are doing their part to #FlattenTheCurve of Coronavirus spread by teleworking, prioritizing hygiene, and practicing physical or social distancing.

**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.

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

**TxDmv Contact:**

Travis Reese  
 Travis.Reese@TxDMV.gov  
 (512) 465-4180

**Vendor Contact:**

Sarah Hancock  
 Sarahancock@aztecworld.com  
 (512) 744-0195

Estimate# 158127

**Authorized Signature**

**05/04/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Disposable Face Masks, 3-ply Item# 188903 MASK	475/62	12600.0000	UNT	\$1.00000	\$12,600.00	05/11/2020
Total Quantity: 14,000 masks Price: \$0.90 /mask  Total Price: \$12,600.00							
						Schedule Total	\$12,600.00
ReqID: 0000009098							
Item Total for Line # 1						\$12,600.00	
2-1	Instant Hand Sanitizer - 4 Ounce bottles Item# 188904 SANT	485/13	2400.0000	UNT	\$1.00000	\$2,400.00	05/12/2020
Total Quantity: 800 bottles Price: \$3.00 /bottle  Total Price: \$2400.00							
						Schedule Total	\$2,400.00
ReqID: 0000009098							
Item Total for Line # 2						\$2,400.00	
3-1	Instant Hand Sanitizer - 4 Liter bottles Item# 188905 SANT	485/13	2200.0000	UNT	\$1.00000	\$2,200.00	05/04/2020
Total Quantity: 100 bottles Price: \$22.00 /bottle  Total Price: \$2200.00							
						Schedule Total	\$2,200.00
ReqID: 0000009098							
Item Total for Line # 3						\$2,200.00	

Authorized Signature

05/04/2020



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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

A handwritten signature in black ink, appearing to be "M. A. Smith", written over a horizontal line.

05/04/2020