



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008322

Payment NET30 **Freight** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 05/13/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:**
Terms: **Terms:** AND ADD **Via Print**

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

Vendor: LONGHORN OFFICE PRODUCTS INC
 2210 DENTON DR STE 109
 AUSTIN TX 787584531
 United States

Ship To: 1P03 - Austin Region
 1001 E. Parmer Lane, Ste. A
 Austin TX 78753
 United States

Vendor ID: 1742918255 7

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.

Pricing per QUOTE #1 dated 5/12/2020 - Longhorn Products

Vendor Contact Information:

Karen Sneed
 Longhorn Office Products
 Phone: 512-672-4567
 Email: ksneed@longhornop.com
 #1-74-291-8255-700

TxDMV Contact:

Mary "Rachel" Vasquez
 Phone: 512/719-6911
 Email: rachel.vasquez@txdmv.gov
 1001 E PARMER LANE
 AUSTIN, TX 78753

Authorized Signature

Rosemary Zamora

05/14/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	22D015 Disinfecting Wipes 7 x 8 - 6 pk	735/60	3.0000	PAK	\$44.95000	\$134.85	05/13/2020	
						Schedule Total	<input type="text" value="\$134.85"/>	
				ReqID:				
				0000008837				
TxDMV Contact: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov 1001 E PARMER LANE AUSTIN, TX 78753							Item Total for Line # 1	<input type="text" value="\$134.85"/>

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
Rosemary Lamora
05/14/2020