



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008323  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** See Detail **Ship Via:** VNDR **PCC:** E **Date:** 05/13/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 11/18/20

**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:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1742918255 7

**Purchaser:** Heidi Ann Davis  
**Phone:** 512/465-4111  
**Fax:**

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

**Email:** Heidi.Davis@txdmv.gov

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

**PO Information:**

POCN 1- Updated Buyers name from Rosemary Zamora to Heidi Davis 11/18/20

**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.

Health and Safety. On Friday, March 13, Governor Abbott declared 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.

Pricing per QUOTE #2 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:**

Philip Valdez  
 Phone: 210/731-2165  
 Email: Philip.valdez@txdmv.gov

**Authorized Signature**

**11/18/2020**



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008323  
Purchase Order Change Notice (# 1)

15150 Nacogdoches Rd., Ste. 100  
SAN ANTONIO, TX 78247

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HAND SANITIZER, 2 LITER WITH PUMP, PURELL/SKILCRAFT, 4/CS	485/13	1.0000	CS	\$103.95000	\$103.95	05/13/2020

Schedule Total

ReqID:  
0000008910

TxDMV Contact: Philip Valdez  
Phone: 210/731-2165  
Email: Philip.valdez@txdmv.gov  
15150 Nacogdoches Rd., Ste. 100  
SAN ANTONIO, TX 78247

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	REC 79196 LYSOL FRESH BREEZE scent, 1 case (LONGHORN) LYSOL NEUTRA AIR SPRAY,MORNING LINEN,12	485/65	1.0000	EA	\$63.19000	\$63.19	05/13/2020

Schedule Total

ReqID:  
0000008910

MFG Item ID:  
REC 79196

TxDMV Contact: Philip Valdez  
Phone: 210/731-2165  
Email: Philip.valdez@txdmv.gov  
15150 Nacogdoches Rd., Ste. 100  
SAN ANTONIO, TX 78247

Item Total for Line # 2

Authorized Signature

11/18/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008323  
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	REC 77925 WIPES, pack of 450 wipes (75 wipes x 6 canisters/case) LONGHORN OFFICE PROD.  CASE, 6-canisters, 75 wipes per canister	485/13	2.0000	CS	\$50.75000	\$101.50	05/13/2020
						<b>Schedule Total</b>	<input type="text" value="\$101.50"/>
				<b>ReqID:</b> 0000008910			
				<b>MFG Item ID:</b> REC 77925			
TxDMV Contact: Philip Valdez Phone: 210/731-2165 Email: Philip.valdez@txdmv.gov 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO, TX 78247						<b>Item Total for Line # 3</b>	<input type="text" value="\$101.50"/>

**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

11/18/2020