



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20099581  
 Business Unit # 60800  
 Purchase Order # 0000008345

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** X **Date:** 05/18/20 **PO Method:** AT **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  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 1592663954 1

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

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

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

**Bill To Fax:**

**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.

**TxDmv Contacts:**

[ See Line Details ]

**Vendor Contact:**

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

TxSmartbuy PO# 20099581

Contract: TXMAS-20-7501

**Authorized Signature**

**05/18/2020**



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20099581  
Business Unit # 60800  
Purchase Order # 0000008345

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Universal Glue Stick, 0.28oz, 12/pack, SKU: UNV75748	615/05	3.0000	PAK	\$4.09000	\$12.27	05/25/2020	
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						<b>Schedule Total</b>	\$12.27	
						<b>ReqID:</b> 0000009065		
TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512							<b>Item Total for Line # 1</b>	\$12.27
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Secure-A-Pen Ballpoint Antimicrobial Counter Pen with base BLUE ink Med. Tipa MMF28908	620/80	20.0000	EA	\$2.04000	\$40.80	05/25/2020	
<b>Ship To:</b> 1P09		<b>Delivery Instructions:</b>						
1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States								
						<b>Schedule Total</b>	\$40.80	
						<b>ReqID:</b> 0000009073		
TxDMV Contact: Rachel Esquivel Rachel.Esquivel@TxDMV.gov (915) 594-6011							<b>Item Total for Line # 2</b>	\$40.80

Authorized Signature

05/18/2020



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20099581  
 Business Unit # 60800  
 Purchase Order # 0000008345

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	MMF Industries Tamper-Evident Deposit Bags, 12in x 16in, White, Box Of 100, SP # 754734	615/27	2.0000	BOX	\$38.93000	\$77.86	05/25/2020	
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>						
2110 E. Governors Circle Houston TX 77092 United States								
						<b>Schedule Total</b>	\$77.86	
						<b>ReqID:</b> 0000009082		
TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131							<b>Item Total for Line # 3</b>	\$77.86

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Cartridge Staples F/#5000-Swingline Electronic Stapl; Office Depot; CCommodity Code #61581; Supplier #808725; MFG #50050	615/81	8.0000	EA	\$8.22000	\$65.76	05/25/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$65.76	
						<b>ReqID:</b> 0000009087		
TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048							<b>Item Total for Line # 4</b>	\$65.76

**Total PO Amount** \$196.69

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**  
  
 05/18/2020



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20099581  
Business Unit # 60800  
Purchase Order # 0000008345

Page: 4 of 4

Authorized Signature

A handwritten signature in black ink, appearing to be "Missy".

05/18/2020



# Purchase Order

## PO No. 20099581

Order Date: 5/18/2020

Internal Tracking No.: 0000008345

**Contractor Info**

Office Depot, Inc.  
15926639541  
9501 Amberglen Blvd., Suite 200  
Austin, TX 78729

(512) 765-7536

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Items to be shipped to multiple addresses. See shipping details below for each line item.

**NOTE TO CONTRACTOR:****Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:**

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Travis Reese	<a href="mailto:Travis.Reese@TxDMV.gov">Travis.Reese@TxDMV.gov</a>	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61505	571101	<b>Scholastic Glue Sticks, 0.32 Oz., Clear, Pack Of 12</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TxDMV Contact: Christy McDaniel <a href="mailto:Christy.McDaniel@TxDMV.gov">Christy.McDaniel@TxDMV.gov</a> (817) 285-1512 MPN: 95306-OD Manufacturer Name: Scholastic	3	PACK	4.09	\$12.27



# Purchase Order

## PO No. 20099581

Order Date: 5/18/2020

Internal Tracking No.: 0000008345

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	449943	<b>MMF Secure-A-Pen Counter Pen, Medium Point, Refillable, Blue Barrel, Blue Ink</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1227 LEE TREVINO , SUITE 100 EL PASO TX 79907 Notes: TxDMV Contact: Rachel Esquivel Rachel.Esquivel@TxDMV.gov (915) 594-6011 MPN: MMF28908 Manufacturer Name: MMF	20	EACH	2.04	\$40.80
3	61527	754734	<b>MMF Industries Tamper-Evident Deposit Bags, 12in x 16in, White, Box Of 100</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131 MPN: MMF2362011N06 Manufacturer Name: MMF Industries	2	BOX	38.93	\$77.86



# Purchase Order

## PO No. 20099581

Order Date: 5/18/2020

Internal Tracking No.: 0000008345

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	61581	808725	<b>Swingline Electronic Staple Cartridge, Box Of 5,000</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048 MPN: 50050 Manufacturer Name: Swingline	8	EACH	8.22	\$65.76

**Total \$196.69**