



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20100010  
 Business Unit # 60800  
 Purchase Order # 0000008360

**Payment Terms:** NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** E **Date:** 05/21/20 **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  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 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:** 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.

Texas SmartBuy PO: 20100010

Contract #: TXMAS-20-7501

**Vendor Contact Information:**  
 VID: 15926639541  
 Contractor: Office Depot, Inc.  
 Contact Name: Leslie Garza  
 Email: leslie.garza@officedepot.com  
 Phone: (956) 279-5240  
 Address: 9501 Amberglen Blvd., Suite 200 Austin TX 78729

**TxDMV Contact(s):**  
 Rachel Bills  
 Email: rachel.bills@txdmv.gov  
 Phone: 512/465-4084

Stacey Cullen

**Authorized Signature**

*Rosemary Zamora*

05/22/2020



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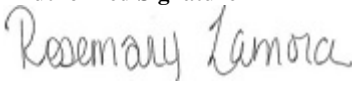
Email: stacey.cullen@txdmv.gov  
 Phone: (512) 465-4164

Lori Paul  
 Email: lori.paul@txdmv.gov  
 Phone: 512/465-4048

Renee Israel  
 Phone: 512/465-1420  
 Email: renee.israel.txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Office Depot Standard Desktop Calculator, SPN #853197, MP#: OD02M (357266) SP# 357266	485/05	10.0000	EA	\$8.69000	\$86.90	05/21/2020	
						<b>Schedule Total</b>	<input type="text" value="\$86.90"/>	
				<b>ReqID:</b>				
				0000008768				
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov Bldg. 6							<b>Item Total for Line # 1</b>	<input type="text" value="\$86.90"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Gel Ret 207 Micro Red Doz- Uni-Ball 207 Ret; Office Depot; Commodity Code #62080; Supplier #826112; MFG #61257	620/80	1.0000	DOZ	\$8.61000	\$8.61	05/21/2020	
						<b>Schedule Total</b>	<input type="text" value="\$8.61"/>	
				<b>ReqID:</b>				
				0000009087				
TxDMV Contact: Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048							<b>Item Total for Line # 2</b>	<input type="text" value="\$8.61"/>

**Authorized Signature**  
  
05/22/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Phone Message Books - Adams Spiral Bound - 600 Sheet(s) - Spiral Bound - 2 Part - 5 1/4in x 11in Sheet Size - Assorted Sheet(s) - Supplier Part Number: 132351	615/62	10.0000	EA	\$6.76000	\$67.60	05/21/2020
						<b>Schedule Total</b>	\$67.60
						<b>ReqID:</b> 0000009120	
TxDMV Contact: Stacey Cullen Email: stacey.cullen@txdmv.gov Phone: (512) 465-4164						<b>Item Total for Line # 3</b>	\$67.60
4-1	Quality Park Pen-Style Envelope Moistener, 10 mL, Pack Of 4	605/46	2.0000	PAK	\$4.99000	\$9.98	05/22/2020
						<b>Schedule Total</b>	\$9.98
						<b>ReqID:</b> 0000009132	
TxDMV Contact: Rachel Bills Email: rachel.bills@txdmv.gov Phone: 512/465-4084						<b>Item Total for Line # 4</b>	\$9.98
5-1	Brother TZ-AF231 Black-On- White Tape, 0.5in x 26.2ft	605/30	6.0000	EA	\$8.93000	\$53.58	05/22/2020
						<b>Schedule Total</b>	\$53.58
						<b>ReqID:</b> 0000009132	
TxDMV Contact: Rachel Bills Email: rachel.bills@txdmv.gov Phone: 512/465-4084						<b>Item Total for Line # 5</b>	\$53.58
						<b>Total PO Amount</b>	\$226.67

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature  
*Rosemary Lamora*  
 05/22/2020



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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*

05/22/2020



# Purchase Order

## PO No. 20100010

Order Date: 5/21/2020

Internal Tracking No.: 0000008360

**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**

Texas Department Of Motor Vehicles - 608  
4000 JACKSON AVENUE  
AUSTIN TX 78731

**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	Rosemary Zamora	Rosemary.Zamora@TxDMV.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	60017	853197	<b>Office Depot Brand OD02M Standard Desktop Calculator</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/25/2020 Notes: TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov Bldg 6 MPN: OD02M Manufacturer Name: Office Depot	10	EACH	8.69	\$86.90



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	826112	<b>uni-ball 207 Retractable Fraud Prevention Gel Pens, Micro Point, 0.5 mm, Black Barrels, Red Ink, Pack Of 12</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/25/2020 Notes: TxDMV Contact: Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048 MPN: 61257 Manufacturer Name: Uni-ball	1	DOZ	8.61	\$8.61
3	61562	132351	<b>Adams Spiral Bound Phone Message Books - 600 Sheet(s) - Spiral Bound - 2 Part - 5 1/4in x 11in Sheet Size - Assorted Sheet(s) - 1 Each</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/25/2020 Notes: TxDMV Contact: Stacey Cullen Email: stacey.cullen@txdmv.gov Phone: (512) 465-4164 MPN: ABFSC1164D Manufacturer Name: Adams	10	EACH	6.76	\$67.60
4	60546	325503	<b>Quality Park Pen-Style Envelope Moistener, 10 mL, Pack Of 4</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/25/2020 Notes: TxDMV Contact: Rachel Bills Email: rachel.bills@txdmv.gov Phone: 512/465-4084 MPN: QUA46071 Manufacturer Name: Quality Park	2	PACK	4.99	\$9.98



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	60530	347702	<b>Brother TZ-AF231 Black-On-White Tape, 0.5in x 26.2ft</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 5/25/2020 Notes: TxDMV Contact: Rachel Bills Email: rachel.bills@txdmv.gov Phone: 512/465-4084 MPN: TZEAF231 Manufacturer Name: Brother	6	EACH	8.93	\$53.58

**Total \$226.67**