



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20100549  
 Business Unit # 60800  
 Purchase Order # 0000008383

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 05/28/20 **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:** STAPLES CONTRACT AND COMMERCIAL INC  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
 United States

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

**Vendor ID:** 1043390816 6

**Purchaser:** Rosemary Zamora  
**Phone:** 512/465-4199  
**Fax:** 512/495-5641

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

**Email:** Rosemary.Zamora@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.

Texas SmartBuy PO: 20100549

Contract #: 615-A1

**VENDOR CONTACT INFORMATION:**

VID: 10433908166  
 Contractor: Staples Contract Commercial, Inc., operating as Staples Business Advantage  
 Contact Name: Jonathan McEwen  
 Email: scchalifax@staples.com  
 Phone: (210) 253-7267  
 Address: 7420 Blanco Rd Suite 125 San Antonio, TX 78216

**TxDMV CONTACT:**

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

**Ship to Comments:**

**Authorized Signature**

*Rosemary Zamora*

05/29/2020



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20100549  
 Business Unit # 60800  
 Purchase Order # 0000008383

| Line-Sch:                                                                                      | Line Description:                                                                                                    | Class/Item: | Quantity: | UOM:          | Unit Price: | Extended Amt:         | Due Date:                            |                                      |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------|-----------|---------------|-------------|-----------------------|--------------------------------------|--------------------------------------|
| 1-1                                                                                            | NOTEBOOK, SPIRAL,<br>GREGG RULING, 11/32"<br>WIDE, 6" X 9", WHITE, 80<br>SHEETS<br>78573755713 (STAPLES<br>BUSINESS) | 785/73      | 20.0000   | EA            | \$1.28000   | \$25.60               | 05/28/2020                           |                                      |
|                                                                                                |                                                                                                                      |             |           |               |             | <b>Schedule Total</b> | <input type="text" value="\$25.60"/> |                                      |
|                                                                                                |                                                                                                                      |             |           | <b>ReqID:</b> |             |                       |                                      |                                      |
|                                                                                                |                                                                                                                      |             |           | 0000009090    |             |                       |                                      |                                      |
| TxDMV Contact: Mary "Rachel" Vasquez<br>Phone: 512/719-6911<br>Email: rachel.vasquez@txdmv.gov |                                                                                                                      |             |           |               |             |                       | <b>Item Total for Line # 1</b>       | <input type="text" value="\$25.60"/> |

**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*  
05/29/2020



# Purchase Order

## PO No. 20100549

Order Date: 5/28/2020

Internal Tracking No.: 0000008383

**Contractor Info**

Staples Contract & Commercial LLC, operating  
as Staples Business Advantage  
10433908166  
500 Staples Drive  
Framingham, MA 01702

(512) 426-3074

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
1001 E PARMER LANE  
AUSTIN TX 78753

**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      | 78573     | 78573755713                     | <b>Notebook, Spiral, Gregg ruling, 11/32" wide, 6" x 9", white, 80 sheets, Freight Included</b><br>Contract: 615-A1<br>Contract Type: Term<br>Delivery ARO (days): 1<br>Delivery Date: 5/29/2020<br>Notes: TxDMV Contact: Mary "Rachel" Vasquez<br>Phone: 512/719-6911<br>Email: rachel.vasquez@txdmv.gov<br>MPN: 811050-1837466 | 20  | Each | 1.28       | \$25.60        |

**Total \$25.60**