



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20107586  
 Business Unit # 60800  
 Purchase Order # 000008404

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 06/08/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** Via Print

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

**Vendor:** WORKQUEST  
 1011 E 53rd St  
 AUSTIN TX 78751  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741976051 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: 20107586

Contract #: 645-A1

**VENDOR CONTACT INFORMATION:**

VID: 17419760511  
 Contractor: WorkQuest (formerly TIBH)  
 Audrey Cedillo  
 Email: smartbuy@tibh.org  
 Phone: (512) 451-8145  
 Address: 1011 East 53 1/2 Street Austin TX 78751

**TXDMV CONTACT:**

Victoria Nichols  
 Email: victoria.nichols@txdmv.gov  
 (512) 465-4001

**Authorized Signature**

*Rosemary Zamora*

**06/08/2020**



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20107586  
 Business Unit # 60800  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8 1/2" x 11", 500 Sheets/Pkg., 10 Pkgs./CS, 64521350104- 10 (WQuest) CC# 64521411718	645/21	10.0000	CS	\$47.65000	\$476.50	06/16/2020
						<b>Schedule Total</b>	<input type="text" value="\$476.50"/>
				<b>ReqID:</b>			
				0000009199			
Victoria Nichols Email: victoria.nichols@txdmv.gov (512) 465-4001						<b>Item Total for Line # 1</b>	<input type="text" value="\$476.50"/>
						<b>Total PO Amount</b>	<input type="text" value="\$476.50"/>

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*  
06/08/2020



# Purchase Order

## PO No. 20107586

Order Date: 6/8/2020

Internal Tracking No.: 0000008404

**Contractor Info**

WorkQuest (formerly TIBH)  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**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	64521	64521350104-10	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 6/29/2020 Notes: Victoria Nichols Email: victoria.nichols@txdmv.gov (512) 465-4001 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50

**Total \$476.50**