



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20108691  
 Business Unit # 60800  
 Purchase Order # 0000008423

**Payment Terms:** NET30 **Freight Terms:** PREPAY **AND ADD** **Ship Via:** VNDR **PCC:** E **Date:** 06/15/20 **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:** OFFICE DEPOT INC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

**Ship To:** 1P24 - Waco Region  
 2203 Austin Avenue  
 Waco TX 76701  
 United States

**Vendor ID:** 1592663954 1

**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: 20108691

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 INFORMATION:**

TxDMV Contact:  
 Debbie Wilson  
 Email: debbie.wilson@txdmv.gov  
 Phone: 254/296-2711

**Ship to Comments:**

**Authorized Signature**

*Rosemary Zamora*

**06/16/2020**



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20108691  
Business Unit # 60800  
Purchase Order # 0000008423

Inside Delivery

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Ink Refill 18.60MI Red, SPR 60035-423961 (Office Depot)	615/77	2.0000	EA	\$2.94000	\$5.88	07/03/2020

Schedule Total

ReqID:  
0000009217

TxDMV Contact:  
Debbie Wilson  
Email: debbie.wilson@txdmv.gov  
Phone: 254/296-2711

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Ink Refill 18.60MI BK	615/77	2.0000	EA	\$2.94000	\$5.88	07/03/2020

Schedule Total

ReqID:  
0000009217

TxDMV Contact:  
Debbie Wilson  
Email: debbie.wilson@txdmv.gov  
Phone: 254/296-2711

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Ink Refill 18.60MI Blue	615/77	2.0000	EA	\$2.94000	\$5.88	07/03/2020

Schedule Total

ReqID:  
0000009217

TxDMV Contact:  
Debbie Wilson  
Email: debbie.wilson@txdmv.gov  
Phone: 254/296-2711

Item Total for Line # 3

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.

Authorized Signature

*Rosemary Lamora*

06/16/2020



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20108691  
Business Unit # 60800  
Purchase Order # 0000008423

Page: 3 of 3

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

*Rosemary Lamora*

06/16/2020



# Purchase Order

## PO No. 20108691

Order Date: 6/16/2020

Internal Tracking No.: 0000008423

**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  
2203 AUSTIN AVENUE  
WACO TX 76701

**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	61577	423941	<b>Sparco Stamp Refill Inks - 1 Each - Black Ink</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 6/18/2020 Notes: TxDMV Contact: Debbie Wilson Email: debbie.wilson@txdmv.gov Phone: 254/296-2711 MPN: SPR60033 Manufacturer Name: Sparco	2	EACH	2.94	\$5.88



# Purchase Order

## PO No. 20108691

Order Date: 6/16/2020

Internal Tracking No.: 0000008423

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61577	423961	<b>Sparco Stamp Refill Inks - 1 Each - Red Ink - 0.34 fl oz</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 6/18/2020 Notes: TxDMV Contact: Debbie Wilson Email: debbie.wilson@txdmv.gov Phone: 254/296-2711 MPN: SPR60035 Manufacturer Name: Sparco	2	EACH	2.94	\$5.88
3	61577	423951	<b>Sparco Stamp Refill Inks - 1 Each - Blue Ink - 0.34 fl oz</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 6/18/2020 Notes: TxDMV Contact: Debbie Wilson Email: debbie.wilson@txdmv.gov Phone: 254/296-2711 MPN: SPR60034 Manufacturer Name: Sparco	2	EACH	2.94	\$5.88

**Total \$17.64**