Texas Department of Motor Vehicles
Texas SmartBuy PO # 20109484
Business Unit # 60800
Purchase Order # 0000008445

<table>
<thead>
<tr>
<th>Payment Terms: NET30</th>
<th>Freight Terms: PREPAY</th>
<th>Terms: AND ADD</th>
<th>Ship Via: VNRD</th>
<th>PCC: E</th>
<th>Date: 06/22/20</th>
<th>PO Method: DG</th>
<th>Dispatch: Via Print</th>
</tr>
</thead>
</table>

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:**  
1P21 - Pharr Region  
600 West Expressway 83  
Pharr TX 78577  
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

**Bill To Fax:**

**Bill To Email:** DMV_FIN-INVOICES@txdmv.gov

**Email:** Rosemary.Zamora@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: 20109484

**Contract #:** TXDMS-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:**

- **Ariana Rosa**  
- **Phone:** 956/784-6712  
- **Email:** ariana.rosa@txdmv.gov

Authorized Signature  
Rosemary Zamora  
06/24/2020
<table>
<thead>
<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Note Canary Yellow 3x3 12 pack</td>
<td>615/62</td>
<td>2.0000</td>
<td>PAK</td>
<td>$10.23000</td>
<td>$20.46</td>
<td>06/22/2020</td>
</tr>
</tbody>
</table>

**Schedule Total** $20.46

**RegID:** 0000009221

Ariana Rosa  
Phone: 956/784-6712  
Email: ariana.rosa@txdmv.gov

**Item Total for Line # 1** $20.46

**Total PO Amount** $20.46

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](http://www.txdmv.gov/contractors-vendors)

---

Authorized Signature  
[Signature]

06/24/2020
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

<table>
<thead>
<tr>
<th>Line #</th>
<th>NIGP Code</th>
<th>Commodity Code/ Supplier Part #</th>
<th>Item Description</th>
<th>QTY</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>61562</td>
<td>172510</td>
<td>Post-it Notes, 3in x 3in, Canary Yellow, Pack Of 12 Pads</td>
<td>2</td>
<td>PACK</td>
<td>10.23</td>
<td>$20.46</td>
</tr>
</tbody>
</table>

Total $20.46