



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20117834  
 Business Unit # 60800  
 Purchase Order # 0000008502

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** X **Date:** 07/10/20 **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:** See Detail Below

**Vendor ID:** 1043390816 6

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

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

**Email:** Travis.Reese@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.

TxDmv Contacts:  
 [ See Line Details ]

Vendor Contact:  
 Randy Ericson  
 randy.ericson@staples.com  
 (512) 947-2439

TxSmartbuy PO# 20117834

Contract: TXMAS-20-7502

**Authorized Signature**

**07/10/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Oic Letter Opener Deluxe Compact Plastic Blue. Item # 587390	615/53	20.0000	EA	\$0.83000	\$16.60	07/10/2020	
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						<b>Schedule Total</b>	\$16.60	
						<b>ReqID:</b> 0000009268		
TxDMV Contact: Suzanne Long Suzanne.Long@TxDMV.gov (940) 235-4817							<b>Item Total for Line # 1</b>	\$16.60
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	DYMO Labels - Address Labels, 1-1/8 X 3-1/2, White, 700/Box	605/30	8.0000	BOX	\$10.80000	\$86.40	07/10/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$86.40	
						<b>ReqID:</b> 0000009302		
TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048							<b>Item Total for Line # 2</b>	\$86.40

Authorized Signature

07/10/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Dymo LabelWriter Bundle, #738814 / 1963866	605/30	2.0000	EA	\$42.20000	\$84.40	07/14/2020
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						<b>Schedule Total</b>	<input type="text" value="\$84.40"/>
						<b>RegID:</b> 0000009315	
TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512						<b>Item Total for Line # 3</b>	<input type="text" value="\$84.40"/>

**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

07/10/2020



# Purchase Order

## PO No. 20117834

Order Date: 7/10/2020

Internal Tracking No.: 0000008502

**Contractor Info**

Staples Contract & Commercial LLC  
10433908166  
500 Staples Drive  
Framingham, MA 01702

(512) 426-3074

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Items to be shipped to multiple addresses. See shipping details below for each line item.

**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	Travis Reese	<a href="mailto:Travis.Reese@TxDMV.gov">Travis.Reese@TxDMV.gov</a>	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61553	587390	<b>Oic Letter Opener Deluxe Compact Plastic Blue</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 7/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TxDMV Contact: Suzanne Long <a href="mailto:Suzanne.Long@TxDMV.gov">Suzanne.Long@TxDMV.gov</a> (940) 235-4817 MPN: 587390 - 1855753 Manufacturer Name: Officemate International Corp.	20	EACH	0.83	\$16.60



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	60530	377179	<b>Dymo Labelwriter Address 30252 Label Printer Labels 1-1/8 W Black On White 700/Box</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 7/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048 MPN: 377179 - 1855753 Manufacturer Name: Sanford	8	BOX	10.80	\$86.40
3	60530	1748592	<b>Dymo Labelwriter 450 Value Pack Desktop Label Printer And 4 Label Rolls (1963866)</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 7/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512 MPN: 1748592 - 1855753 Manufacturer Name: Sanford	2	EACH	42.20	\$84.40

**Total \$187.40**