



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20119340  
 Business Unit # 60800  
 Purchase Order # 0000008525

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 07/22/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

**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:** See Detail Below

**Vendor ID:** 1592663954 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: 20119340

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:**

SUZANNE LONG  
 Email: Suzanne.long@TxDMV.gov  
 Phone: (940) 235-4817

Christy McDaniel  
 Phone: 817/285-1512  
 Email: christy.McDaniel@txdmv.gov

Authorized Signature

*Rosemary Zamora*

07/22/2020



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ASHLEY LOPEZ  
 (409) 895-3214  
 Email: Ashley.lopez@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lee Sortkwik Hygienic Fingertip Moistener, 50% Recycled, 0.63 Oz, Pink, Pack Of 3. Item # 458547	605/46	6.0000	PAK	\$2.37000	\$14.22	07/22/2020

Ship To: 1P25

Delivery Instructions:

1601-A Southwest  
 Parkway  
 Wichita Falls TX  
 76302  
 United States

Schedule Total \$14.22

ReqID:  
 0000009268

SUZANNE LONG  
 Email: Suzanne.long@TxDMV.gov  
 Phone: (940) 235-4817

Item Total for Line # 1 \$14.22

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Label Ij File Wht 750Ct Avery TrueBlock Permanent File Folder Labels, 8366, 2/3in x 3 7/16in, White, Pack Of 750 AVERY File Folder Labels, #8366	615/39	4.0000	PAK	\$13.23000	\$52.92	07/22/2020

Ship To: 1P13

Delivery Instructions:

2425 Gravel Dr.  
 Fort Worth TX  
 76118  
 United States

Schedule Total \$52.92

ReqID:  
 0000009315

Christy McDaniel  
 Phone: 817/285-1512  
 Email: christy.McDaniel@txdmv.gov

Item Total for Line # 2 \$52.92

Authorized Signature

*Rosemary Zamora*

07/22/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Cart 6- Drawer Black (IRIS Mini Drawer Rolling Plastic Storage Cart, 26 7/16inH x 14 5/16inD, Clear/Black CC# 61537	615/37	2.0000	CTN	\$34.48000	\$68.96	07/22/2020	
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>						
8550 Eastex Freeway Beaumont TX 77708 United States								
						<b>Schedule Total</b>	\$68.96	
						<b>ReqID:</b> 0000009316		
ASHLEY LOPEZ (409) 895-3214 Email: Ashley.lopez@txdmv.gov							<b>Item Total for Line # 3</b>	\$68.96

**Total PO Amount** \$136.10

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*

07/22/2020