



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20119611  
Business Unit # 60800  
Purchase Order # 0000008537

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** X **Date:** 07/24/20 **PO Method:** AT **Dispatch:** Dispatch **Rev Dt:** Via Print

**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:** 1P13 - Fort Worth Region  
2425 Gravel Dr.  
Fort Worth TX 76118  
United States

**Vendor ID:** 1043390816 6

**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: 20119611

Term Contract#: 615-A1

**VENDOR CONTACT INFORMATION:**

VID: 10433908166  
Contractor: Staples Contract Commercial, Inc., operating as Staples Business Advantage  
Contact Name: Jonathan McEwen  
Email: scchalifax@staples.com  
Phone: (210) 253-7267  
Address: 7420 Blanco Rd Suite 125 San Antonio, TX 78216

**TXDMV CONTACT:**

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

Authorized Signature

*Rosemary Zamora*

07/24/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Tops Steno Book, 6x9, White, #78573755713 / 811050- 1837466	615/62	24.0000	EA	\$1.28000	\$30.72	07/24/2020
						<b>Schedule Total</b>	<input type="text" value="\$30.72"/>
						<b>RegID:</b> 0000009315	
Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov						<b>Item Total for Line # 1</b>	<input type="text" value="\$30.72"/>

**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  
*Rosemary Lamora*  
07/24/2020