



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20126377  
 Business Unit # 60800  
 Purchase Order # 0000008572  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** See Detail **Ship Via:** VNDR **PCC:** 0 **Date:** 07/31/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 08/21/20

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** WORKQUEST  
 1011 E 53rd St  
 AUSTIN TX 78751  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 1741976051 1

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

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

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Fax:**  
**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN 1 - 8/21/2020 by Mandy Maxwell  
 Line 2 - Requester ordered wrong size paper and is returning to supplier with a 15% restocking fee. Original amount \$674.90

**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: 20126377

Term Contract#: 645-A1

Vendor Contact: Audrey Cedillo  
 Email: Smartbuy@workquest.com  
 Phone: (512) 451-8145

TxDMV Contact: Renee Israel  
 Phone: 512/465-1420  
 Email: renee.israel@txdmv.gov

TxDMV Contact: Seberina Palomarez

**Authorized Signature**

**08/21/2020**



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20126377  
 Business Unit # 60800  
 Purchase Order # 0000008572  
 Purchase Order Change Notice (# 1)

Phone: 210/731-2151  
 Email: seberina.palomarez@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks CC# 64521411718	645/21	15.0000	CS	\$43.21000	\$648.15	08/20/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson Avenue  
 Austin TX 78731  
 United States

Schedule Total

ReqID:  
0000009354

Renee Israel  
 Phone: 512/465-1420  
 Email: renee.israel@txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Requester ordered wrong size paper and is returning to supplier with a 15% restocking fee. Original amount \$674.90	645/21	1.0000	EA	\$101.24000	\$101.24	08/20/2020

Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Legal, Qty Price Breaks  
#64521421650

Ship To: 1P22

Delivery Instructions:

15150 Nacogdoches Rd., Ste. 100  
 San Antonio TX 78247  
 United States

Schedule Total

ReqID:  
0000009408

Seberina Palomarez  
 Phone: 210/731-2151  
 Email: seberina.palomarez@txdmv.gov

Item Total for Line # 2

Authorized Signature

*[Handwritten Signature]*  
 Purchaser

08/21/2020



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20126377  
Business Unit # 60800  
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Page: 3 of 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.

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

Authorized Signature

*[Handwritten Signature]*  
Purchaser

08/21/2020



# Purchase Order Change Notice

## PO No. 20126377

Order Date: 7/31/2020

Internal Tracking No.: 0000008572

**Contractor Info**

WorkQuest, Inc.  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**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:**\*\*\*\*NOTE: Multiple ship to addresses\*\*\*\*

**REVISION HISTORY:**

**PO Revision #: 1**

**PO Change Reasons (Aggregated):** 8/21/2020 3:12 pm-Change to Line 1: Quantity changed from 10 to 0.

8/21/2020 3:12 pm-Change to Line 1: Notes changed to TxDMV Contact: Seberina Palomarez

Phone: 210/731-2151

Email: [seberina.palomarez@txdmv.gov](mailto:seberina.palomarez@txdmv.gov)

8/21/2020 3:12 pm-Change to Line 1: Rate changed From 67.49 to 73.49

**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/CO-OP Member	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Amanda Maxwell	<a href="mailto:Amanda.maxwell@txdmv.gov">Amanda.maxwell@txdmv.gov</a>	(512) 465-1226



# Purchase Order Change Notice

PO No. 20126377

Order Date: 7/31/2020

Internal Tracking No.: 0000008572

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	64521	64521421650	<b>Paper, Bond, Recycled, Premium No. 4, 20 Lb., 8-1/2" X 14", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 8/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO TX 78247 Notes: TxDMV Contact: Seberina Palomarez Phone: 210/731-2151 E m a i l : seberina.palomarez@txdmv.gov Manufacturer Name: Skilcraft	0	CRTN	73.49	\$0.00
2	64521	64521411718	<b>Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty price breaks at 80, 200, 500, and 800 cases.</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 8/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel@txdmv.gov Manufacturer Name: Skilcraft	15	CRTN	43.21	\$648.15

**Total \$648.15**