



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 000008577

Payment NET30 Freight PREPAY Ship Via: VNDR PCC: E Date: 08/04/20 PO Method: DG Dispatch: Dispatch Rev Dt:  
Terms: Terms: AND ADD Via Print

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: 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

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.

Per State of Texas pricing and QUOTE, dated 7/24/2020 @ 9:14 am, to Victoria Nichols.

**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:**

Victoria Nichols  
Email: victoria.nichols@txdmv.gov  
Phone: (512) 465-4001

Authorized Signature

*Rosemary Zamora*

08/04/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Index Card Holder, Oxford Index Card File Binder, 50- Card Capacity, 2-Rings, 7 1/4" x 5 1/4", Manufacturer #OD73569, Item #1393930, Office Max #22487989 (Office Depot/Office Max)	785/73	1.0000	EA	\$2.39000	\$2.39	08/04/2020
						<b>Schedule Total</b>	<input type="text" value="\$2.39"/>
				<b>ReqID:</b>			
				0000008667			
Victoria Nichols Email: victoria.nichols@txdmv.gov Phone: (512) 465-4001						<b>Item Total for Line # 1</b>	<input type="text" value="\$2.39"/>

**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*  
 08/04/2020