



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20126790
 Business Unit # 60800
 Purchase Order # 0000008581

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 08/05/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** Via Print

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

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Amanda Leigh Maxwell
Phone:
Fax:

Bill To Fax:

Email: Amanda.Maxwell@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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: 20126790

Term Contract#: 615-A1

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

TxDMV Contact: Lori Paul
 Email: lori.paul@txdmv.gov
 Phone: 512/465-4048

Authorized Signature

08/05/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20126790
Business Unit # 60800
Purchase Order # 0000008581

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Self Stick Note Pad 3"x3", Yellow Supplier Part Number: 61562384000	615/62	3.0000	PKG	\$9.39000	\$28.17	08/19/2020
						Schedule Total	<input type="text" value="\$28.17"/>
						ReqID: 0000009447	
Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 1	<input type="text" value="\$28.17"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Skilcraft Mechanical Pencil, . 7mm, Med, 12/Box Supplier Part Number: 62060291028	620/60	1.0000	DOZ	\$26.42000	\$26.42	08/17/2020
						Schedule Total	<input type="text" value="\$26.42"/>
						ReqID: 0000009447	
Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048						Item Total for Line # 2	<input type="text" value="\$26.42"/>

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

08/05/2020



Purchase Order

PO No. 20126790

Order Date: 8/5/2020

Internal Tracking No.: 0000008581

Contractor Info

WorkQuest (formerly TIBH)
17419760511
1011 East 53 1/2 Street
Austin, TX 78751

(512) 451-8145

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
4000 JACKSON AVENUE
AUSTIN TX 78731

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	Amanda Maxwell	Amanda.maxwell@txdmv.gov	(512) 465-1226

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61562	61562384000	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/19/2020 Notes: TxDMV Contact: Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048	3	PKG	9.39	\$28.17
2	62060	62060291028	Pencil, Mechanical, 0.7mm, Rubberized Opaque Case, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 8/17/2020 Notes: TxDMV Contact: Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048	1	DOZ	18.42	\$18.42



Purchase Order

PO No. 20126790

Order Date: 8/5/2020

Internal Tracking No.: 0000008581

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	62060	62060291028	Transportation and Freight Charge Delivery Date: 8/17/2020 Notes: TxDMV Contact: Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048	1	EACH	8.00	\$8.00

Total \$54.59