



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20127400  
 Business Unit # 60800  
 Purchase Order # 0000008605

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 08/11/20 **PO Method:** AT **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:** 1P16 - Houston Region  
 2110 E. Governors Circle  
 Houston TX 77092  
 United States

**Vendor ID:** 1592663954 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: 20127400

Contract #: TXMAS-20-7501

Vendor Contact: Leslie Garza  
 Email: leslie.garza@officedepot.com  
 Phone: (956) 279-5240

TxDMV Contact: Khadija Brown  
 Email: khadija.brown@txdmv.gov  
 Phone: 713/316-6131

**Authorized Signature**

*Amanda Leigh Maxwell, Purchaser*

**08/11/2020**



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20127400  
Business Unit # 60800  
Purchase Order # 0000008605

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Swingline Ultimate Staple Remover, Blade Style, Built-in Magnet, Black, SP # 561912	605/82	10.0000	EA	\$3.55000	\$35.50	08/17/2020
Supplier Part Number: 561912 Manufacturer Part #: S7038121							
						Schedule Total	\$35.50
						ReqID:	0000009418
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131							
						Item Total for Line # 1	\$35.50
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Office Depot Brand Professional Legal Pad, 8 1/2in x 14in, Canary, Legal Ruled, 50 Sheets, 4 Pads/Pack, SP # 625349	615/62	4.0000	PAK	\$7.22000	\$28.88	08/17/2020
Supplier Part Number: 625349 Manufacturer Part #: 99489							
						Schedule Total	\$28.88
						ReqID:	0000009418
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131							
						Item Total for Line # 2	\$28.88

Authorized Signature

08/11/2020



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20127400  
Business Unit # 60800  
Purchase Order # 0000008605

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Business Source Bright White Premium-quality Address Labels - Permanent Adhesive - 1in Width x 4in Length - Rectangle - Laser - White, SP # 3951018	615/51	1.0000	PAK	\$49.62000	\$49.62	08/17/2020
	Supplier Part Number: 3951018 Manufacturer Part #: BSN26113						
						<b>Schedule Total</b>	<input type="text" value="\$49.62"/>
				<b>ReqID:</b> 0000009418			
	Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131					<b>Item Total for Line # 3</b>	<input type="text" value="\$49.62"/>
						<b>Total PO Amount</b>	<input type="text" value="\$114.00"/>

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**  
  
**08/11/2020**



# Purchase Order

## PO No. 20127400

Order Date: 8/11/2020

Internal Tracking No.: 0000008605

**Contractor Info**

Office Depot, Inc.  
15926639541  
9501 Amberglen Blvd., Suite 200  
Austin, TX 78729

(512) 765-7536

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
2110 East Governors Circle  
HOUSTON TX 77092

**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	60582	561912	<b>Swingline Ultimate Staple Remover, Blade Style, Built-in Magnet, Black</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 8/13/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: S7038121 Manufacturer Name: Swingline	10	EACH	3.55	\$35.50



# Purchase Order

PO No. 20127400

Order Date: 8/11/2020

Internal Tracking No.: 0000008605

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61562	625349	<b>Office Depot Brand Professional Legal Pad, 8 1/2in x 14in, Canary, Legal Ruled, 50 Sheets, 4 Pads/Pack</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 8/13/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 99489 Manufacturer Name: Office Depot	4	PACK	7.22	\$28.88
3	61551	3951018	<b>Business Source Bright White Premium-quality Address Labels - Permanent Adhesive - 1in Width x 4in Length - Rectangle - Laser, Inkjet - White - 20 / Sheet - 250 Total Sheets - 5000 / Pack</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 8/13/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: BSN26113 Manufacturer Name: Business Source	1	PACK	49.62	\$49.62

**Total \$114.00**