



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008614

**Payment** NET30 **Freight** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 08/13/20 **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:** P D MORRISON ENTERPRISES INC  
DBA PDME INC  
BUILDING 2 STE 208  
1120 TORO GRANDE DR  
CEDAR PARK TX 786136974  
**United States**

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

**Vendor ID:** 1742695260 6

**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.

Vendor Contact: Anna Vargas  
Phone: 512/335-7173  
Email: avargas@pdme.com

TxDMV Contact: Monica Hernandez  
Phone: 512/465-1261  
Email: monica.hernandez@txdmv.gov

**Authorized Signature**

**08/13/2020**



Texas Department of Motor Vehicles  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Kitchen Roll Towels, 2 Ply, 11 x 8.8, White, 100/Roll; PDME #WIN1220RL	640/75	12.0000	ROL	\$2.55000	\$30.60	08/17/2020
						<b>Schedule Total</b>	<input type="text" value="\$30.60"/>
				<b>ReqID:</b>			
				0000009539			
Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						<b>Item Total for Line # 1</b>	<input type="text" value="\$30.60"/>

**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**  
  
**08/13/2020**

From: [Service](#)  
To: [Mavesl, Amanda](#)  
Subject: FW: REQUEST FOR QUOTE - Paper Towels Part 2  
Date: Thursday, August 13, 2020 3:16:52 PM  
Attachments: [image001.png](#)

**Please see below**

Michelle Lauderdale  
PDME Customer Service  
800-723-3345 x 131

PDME now has availability of several COVID-19 and PPE related supplies. [Click here to see what we have available for immediate ordering.](#)

From: Service <[service@pdme.com](mailto:service@pdme.com)>  
Sent: Wednesday, August 12, 2020 2:45 PM  
To: Hernandez, Monica <[Monica.Hernandez@txdmv.gov](mailto:Monica.Hernandez@txdmv.gov)>  
Subject: RE: REQUEST FOR QUOTE - Paper Towels

**Should be the day after the order is placed.**

Michelle Lauderdale  
PDME Customer Service  
800-723-3345 x 131

PDME now has availability of several COVID-19 and PPE related supplies. [Click here to see what we have available for immediate ordering.](#)

From: Hernandez, Monica <[Monica.Hernandez@txdmv.gov](mailto:Monica.Hernandez@txdmv.gov)>  
Sent: Wednesday, August 12, 2020 2:42 PM  
To: Service <[service@pdme.com](mailto:service@pdme.com)>  
Subject: RE: REQUEST FOR QUOTE - Paper Towels

Thank you.

If we get a purchase order to you tomorrow, how soon will these be delivered?

Monica C. Hernandez || Executive Assistant  
Finance and Administrative Services Division  
Email: [Monica.Hernandez@TXDMV.gov](mailto:Monica.Hernandez@TXDMV.gov) Direct: 512-465-1261  
Tell us how we're doing. Complete our [customer satisfaction survey](#).

From: Service <[service@pdme.com](mailto:service@pdme.com)>  
Sent: Wednesday, August 12, 2020 2:09 PM  
To: Hernandez, Monica <[Monica.Hernandez@txdmv.gov](mailto:Monica.Hernandez@txdmv.gov)>  
Subject: RE: REQUEST FOR QUOTE - Paper Towels

**Please see below.**

The screenshot shows the PDME website's shopping cart interface. At the top, there's a navigation bar with links for Home, Contact Us, My Profile, Return Form, My Shopping Lists, Change Password, and Sign out. Below this is the PDME logo and a search bar. The main content area displays the shopping cart with 1 item(s) for a total of \$30.60. The item is 'Kitchen Roll Towels, 2 Ply, 11 x 8.8, White, 100/Roll' with a quantity of 12. The unit price is \$2.55 and the extended price is \$30.60. There are also links for 'Viewcart', 'Checkout', and 'Shopping List'. A sidebar on the left contains various utility links like 'Order Tracking', 'Reporting', and 'My Account'. At the bottom, there's a note about Express Checkout.

Michelle Lauderdale  
PDME Customer Service  
800-723-3345 x 131

PDME now has availability of several COVID-19 and PPE related supplies. [Click here to see what we have available for immediate ordering.](#)

From: Hernandez, Monica <[Monica.Hernandez@txdmv.gov](mailto:Monica.Hernandez@txdmv.gov)>  
Sent: Wednesday, August 12, 2020 1:02 PM  
To: Anna Vargas <[avargas@pdme.com](mailto:avargas@pdme.com)>  
Subject: REQUEST FOR QUOTE - Paper Towels

Good afternoon Anna  
Please provide a quote for the following:

**12 Rolls - Windsoft Kitchen Roll Towels, 2 Ply, 11 x 8.8, White, 100/Roll**

Ship to:  
Texas Department of Motor Vehicles  
4000 Jackson Avenue  
Austin, TX 78731

**On the quote, please provide the estimated time of arrival.**

Thank you!

Monica C. Hernandez || Executive Assistant  
Finance and Administrative Services Division  
Email: [Monica.Hernandez@TXDMV.gov](mailto:Monica.Hernandez@TXDMV.gov) Direct: 512-465-1261  
Tell us how we're doing. Complete our [customer satisfaction survey](#).