



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20128331
 Business Unit # 60800
 Purchase Order # 0000008644

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 08/21/20 **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: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

Ship To: 1P17 - Longview Region
 4549 W. Loop 281
 Longview TX 75604
 United States

Vendor ID: 1043390816 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:

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: 20128331

Contract #: TXMAS-20-7502

Vendor Contact: Randy Ericson
 Email: randy.ericson@staples.com
 Phone: (512) 947-2439
 Alternate Contact Name: Customer Service
 Alternate Email: supportsa@staples.com
 Alternate Phone: 1 (877) 826-7755

TxDMV Contact: Cynthia Fagan
 Vehicle Titles Reg Division
 Email: cynthia.fagan@txdmv.gov
 Phone: 903/237-2811

Authorized Signature

Amanda Maxwell, Purchaser

08/21/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Staples Invisible Tape 3/4 X 1 296 12/Pack (52380P12) Supplier Part Number: 487908 Manufacturer Part #: 487908 - 1855753 Tape, Transparent, Refill, 3/4 x 1000, Core 1" Multi- purpose, 6/Pack Commodity Code 83220112 WorkQuest	615/88	1.0000	PKG	\$6.09000	\$6.09	08/28/2020
						Schedule Total	\$6.09
						ReqID: 0000009514	
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811						Item Total for Line # 1	\$6.09
2-1	Bic Wite-Out Ez Correct Correction Tape White (50523) Supplier Part Number: 938920 Manufacturer Part #: 938920 - 1855753 Correction Tape, White, Single Line, Sideways Workquest Supplier Part Number 61529311005	615/29	8.0000	EA	\$1.49000	\$11.92	08/28/2020
						Schedule Total	\$11.92
						ReqID: 0000009514	
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811						Item Total for Line # 2	\$11.92

Authorized Signature

[Handwritten Signature]
Purchaser

08/21/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Staples Notepads 5 X 8 Narrow Canary 50 Sheets/Pad 12 Pads/Pack (26829) Supplier Part Number: 163832 Manufacturer Part #: 163832 - 1855753	785/73	1.0000	EA	\$6.33000	\$6.33	08/28/2020	
	5X8 Doz. Canary Perf Ruled Wrenchiting Pad TXMAS Supplier Part Number 75513333 Universal							
						Schedule Total	<input type="text" value="\$6.33"/>	
				ReqID:				
				0000009514				
Cynthia Fagan Vehicle Titles Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811							Item Total for Line # 3	<input type="text" value="\$6.33"/>

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

PO No. 20128331

Order Date: 8/21/2020

Internal Tracking No.: 0000008644

Contractor Info

Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

(512) 426-3074

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
4549 W LOOP 281
LONGVIEW TX 75604

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	61588	487908	Staples Invisible Tape 3/4 X 1 296 12/Pack (52380P12) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/24/2020 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 MPN: 487908 - 1855753 Manufacturer Name: 3M Corporation	1	PACK	6.09	\$6.09



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61529	938920	Bic Wite-Out Ez Correct Correction Tape White (50523) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/24/2020 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 MPN: 938920 - 1855753 Manufacturer Name: Bic Corporation	8	EACH	1.49	\$11.92
3	78573	163832	Staples Notepads 5 X 8 Narrow Canary 50 Sheets/Pad 12 Pads/Pack (26829) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 8/24/2020 Notes: TxDMV Contact: Cynthia Fagan Vehicle Titles & Reg Division Email: cynthia.fagan@txdmv.gov Phone: 903/237-2811 MPN: 163832 - 1855753 Manufacturer Name: Staples Brands Group	1	DOZ	6.33	\$6.33

Total \$24.34