# Texas Department of Motor Vehicles

## Texas SmartBuy PO # 21000420

**Business Unit # 60800**  
**Purchase Order # 0000008714**

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### Payment Terms
- **NET30**  
- **Freight FOB**

### Ship Information
- **Ship Via:** VNDR  
- **PCC:** X  
- **Date:** 09/04/20  
- **PO Method:** AT  
- **Dispatch:** Via Print  
- **Rev Dt:**

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**PLEASE NOTE:** ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

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**Vendor:** STAPLES CONTRACT AND COMMERCIAL INC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266-0409  
United States

**Ship To:**  
1P24 - Waco Region  
2203 Austin Avenue  
Waco TX 76701  
United States

**Vendor ID:** 1043390816 6

**Purchaser:** Amanda Leigh Maxwell

**Phone:**

**Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To:**  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Bill To Fax:**

**Bill To Email:** DMV_FIN-INVOICES@txdmv.gov

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**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: 21000420
  - 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: Debbie Wilson  
    Vehicle Titles Reg Division  
    Email: debbie.wilson@txdmv.gov  
    Phone: 254/296-2711

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**Signature:**

- **Authorized Signature**  
- **09/04/2020**
<table>
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<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
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Schedule Total $14.86

ReqID: 0000009571

Debbie Wilson
Vehicle Titles Reg Division
Email: debbie.wilson@txdmv.gov
Phone: 254/296-2711

Item Total for Line # 1 $14.86

Total PO Amount $14.86

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

09/04/2020
Contractor Info
Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

Bill To
4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To
Texas Department Of Motor Vehicles - 608
2203 AUSTIN AVENUE
WACO TX 76701

(512) 426-3074

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Purchaser</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Texas Department Of Motor Vehicles - 608</td>
<td>Amanda Maxwell</td>
<td><a href="mailto:Amanda.maxwell@txdmv.gov">Amanda.maxwell@txdmv.gov</a></td>
<td>(512) 465-1226</td>
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<tr>
<th>NIGP Code</th>
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<td>Staples Heavy-Duty Desktop Dispenser Black (19070)</td>
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<td>EACH</td>
<td>14.86</td>
<td>$14.86</td>
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Total $14.86