



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21000686  
 Business Unit # 60800  
 Purchase Order # 0000008724  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** A **Date:** 09/09/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 11/18/20

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

**Vendor:** PITNEY BOWES  
 PITNEY BOWES GLOBAL FINANCIAL SERVICES  
 PO BOX 371887  
 PITTSBURGH PA 15250-7887  
 United States

**Ship To:** 1P25 - Wichita Falls  
 1601-A Southwest Parkway  
 Wichita Falls TX 76302  
 United States

**Vendor ID:** 1060495050 0

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

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

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

**Bill To Fax:**  
**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN 1 - by Mandy Maxwell 11/18/2020  
 Changed Freight Terms to Prepay/Add to allow freight charges from invoice# 1016581409.

**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: 21000686

Term Contract #: 985-L1

Vendor Contact: Hope Lax  
 Email: Hope.Lax@pb.com  
 Phone: (877) 213-7292 x 6108  
 Alternate Contact Name: Bill Walter  
 Alternate Email: Bill.Walter@pb.com  
 Alternate Phone: (480) 206-2984

TXDMV Contact: Suzanne Long  
 Vehicle Titles Reg Division  
 Email: Suzanne.long@TxDMV.gov  
 Phone: 940/235-4817

**Authorized Signature**

**11/18/2020**

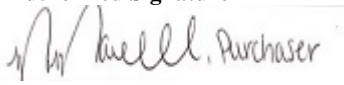


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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	RED POST INK CARTRIDGE - 1/BOX - UP TO 8,000 IMPRESSIONS Item # 60080433042 Supplier Part Number: 765-9 Manufacturer Part #: 765-9  SN# 0924877	600/80	3.0000	EA	\$118.99000	\$356.97	09/17/2020
						<b>Schedule Total</b>	<input type="text" value="\$356.97"/>
				<b>ReqID:</b>			
				0000009656			
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817						<b>Item Total for Line # 1</b>	<input type="text" value="\$356.97"/>
						<b>Total PO Amount</b>	<input type="text" value="\$356.97"/>

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**  
  
**11/18/2020**