



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008732  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 09/11/20 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:** 04/27/21  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** SECRETARY OF STATE  
 PO BOX 13824  
 AUSTIN TX 787113824  
 United States

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

**Vendor ID:** 3307307307 5

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

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

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

**PO Information:**

POCN# 1 - by Mandy Maxwell, 04/27/2021  
 Added a contract ID number to lines for tracking purposes.

**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.

**Interagency Agreement Contract Act:**

Texas Government Code, Title 7, Chapter 771

Vendor Contact: State Office of Risk Management  
 notary@sorm.texas.gov

TxDMV Contact: Jennifer Whittaker  
 General Counsel Office  
 Phone: 512/465-1386  
 Email: jennifer.whittaker@txdmv.gov

**Authorized Signature**

04/27/2021



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| Line-Sch:                         | Line Description:  | Class/Item: | Quantity: | UOM:                        | Unit Price: | Extended Amt:                  | Due Date:                            |
|-----------------------------------|--|-------------|-----------|-----------------------------|-------------|--------------------------------|--------------------------------------|
| 1-1                               | Notary Without Bond<br>Commission Renewal -<br>Tameka Harris<br>SOS Commission Number -<br>126667990<br>Term of Service - 11/3/2020 -<br>11/3/2024 | 946/67      | 1.0000    | EA                          | \$11.00000  | \$11.00                        | 09/11/2020                           |
|                                   |  |             |           |                             |             | <b>Schedule Total</b>          | <input type="text" value="\$11.00"/> |
| <b>Contract ID:</b><br>0000008732 |  |             |           | <b>RegID:</b><br>0000009538 |             |                                |                                      |
|                                   |  |             |           |                             |             | <b>Item Total for Line # 1</b> | <input type="text" value="\$11.00"/> |

**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

04/27/2021