



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21011188  
 Business Unit # 60800  
 Purchase Order # 0000008781

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **Date:** 09/30/20 **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:** LIBERTY DATA PRODUCTS INC  
 DBA- LIBERTY OFFICE PRODUCTS  
 PO BOX 630729  
 HOUSTON TX 77263-0729  
 United States

**Ship To:** 1P02 - Amarillo Region  
 5715 I-27  
 Amarillo TX 79110  
 United States

**Vendor ID:** 1760190901 7

**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 Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Texas SmartBuy PO: 21011188

Term Contract #: 615-A1

Vendor Contact: Charmaine A. LeBlanc  
 Email: Cleblanc@Libertyoffice.Com  
 Phone: (713) 789-3282 x113

TXDMV Contact: Amanda Porter-Brown  
 Vehicle Titles Reg Division  
 Phone: 806/457-3611  
 Email: Amanda.PorterBrown@txdmv.gov

**Authorized Signature**

**09/30/2020**



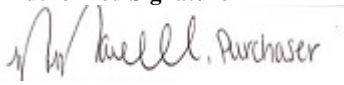
Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21011188  
 Business Unit # 60800  
 Purchase Order # 0000008781

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Clips, Binder, Medium, 1-1/4" Wide, 1 Dozen Commodity Code: 61569146551 Supplier Part# 61569146551 Manufacturer Part # 36551	615/69	6.0000	DOZ	\$0.56000	\$3.36	10/05/2020
						<b>Schedule Total</b>	<input type="text" value="\$3.36"/>
				<b>ReqID:</b>			
				0000009710			
Amanda Porter-Brown Vehicle Titles Reg Division Phone: 806/457-3611 Email: Amanda.PorterBrown@txdmv.gov						<b>Item Total for Line # 1</b>	<input type="text" value="\$3.36"/>

**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.

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**Authorized Signature**  
  
 Purchaser  
09/30/2020



# Purchase Order

## PO No. 21011188

Order Date: 9/30/2020

Internal Tracking No.: 0000008781

**Contractor Info**

Liberty Office Products  
17601909017  
PO Box 630729  
Houston, TX 77263-0729

(800) 460-8900

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
5715 Canyon Dr., Building H  
AMARILLO TX 79110

**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	61569	61569146551	<b>Clips, Binder, Medium, 1-1/4" Wide, 1 Dozen, Freight Included</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 10/5/2020 Notes: TXDMV Contact: Amanda Porter-Brown Vehicle Titles & Reg Division Phone: (806) 457-3611 E m a i l : Amanda.PorterBrown@txdmv.gov MPN: 36551 Manufacturer Name: Business Source	6	Doz	0.56	\$3.36

**Total \$3.36**