



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21012720
 Business Unit # 60800
 Purchase Order # 0000008835

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 10/09/20 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:**
Terms: **Terms:** Destination **Via Print**

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

Vendor: TEJAS OFFICE PRODUCTS, INC
 1255 W 20TH ST
 HOUSTON TX 77008-3315
 United States

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

Vendor ID: 1760032427 5

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Ryan Martin Brown
Phone:
Fax:

Bill To Fax:

Email: Ryan.Brown@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

TxSmartBuy #: 21012720

Contract #: TXMAS-18-7506

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 Invoices@txdmv.gov. 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, whichever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

TxDMV Contact:

Renee Israel
 renee.israel@txdmv.gov
 512-465-1420

Vendor Contact:

Shelley Tousignant
 CSR@tejasoffice.com
 (713)-864-6004

Authorized Signature

10/12/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21012720
Business Unit # 60800
Purchase Order # 0000008835

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Skilcraft Writing Pad, Legal Rule, 50 Sheets, Jr.-Size, 5"X 8", We SP# 7530014471355	615/62	6.0000	DOZ	\$11.17000	\$67.02	10/14/2020
						Schedule Total	<input type="text" value="\$67.02"/>
				ReqID:			
				0000009750			
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 1	<input type="text" value="\$67.02"/>

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

10/12/2020