



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008873

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 10/16/20 **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** P D MORRISON ENTERPRISES INC  
DBA PDME INC  
BUILDING 2 STE 208  
1120 TORO GRANDE DR  
CEDAR PARK TX 786136974  
**United States**

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

**Vendor ID:** 1742695260 6

**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:**

**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:**

Jennifer Whittaker  
jennifer.whittaker@txdmv.gov  
(512) 465-1386

**Vendor Contact:**

Michelle Lauderdale  
service@pdme.com  
(800) 723-3345

**Authorized Signature**

**10/19/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HP 26A, (CF226A) Black Original LaserJet Toner Cartridge - SKU: HEW CF226A	207/72	3.0000	EA	\$118.55000	\$355.65	10/16/2020
						<b>Schedule Total</b>	<input type="text" value="\$355.65"/>
				<b>ReqID:</b>			
				0000009705			
<p>This item could not be found in WorkQuest. I found it in TxSmartBuy, but it was much more expensive (\$198.63) than this, which I found in PDME. We have 4 staff who use printers needing this cartridge, and we are currently completely out. Also, some folks took their printers home, and are using toner even though they are away from the office.          (See the attached for additional product information)</p>							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$355.65"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	HP 58A, (CF258A) Black Original LaserJet Toner Cartridge - SKU: HEW CF258A	207/72	1.0000	EA	\$101.35000	\$101.35	10/16/2020
						<b>Schedule Total</b>	<input type="text" value="\$101.35"/>
				<b>ReqID:</b>			
				0000009705			
<p>I could not find this toner type in WorkQuest or in TxSmartBuy, but I found it in PDME.          (See the attached for additional product information)</p>							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$101.35"/>

**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

10/19/2020