



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21014173  
 Business Unit # 60800  
 Purchase Order # 0000008886

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** 0 **Date:** 10/20/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** WORKQUEST  
 1011 E 53rd St  
 AUSTIN TX 78751  
 United States

**Ship To:** 1P01 - Abilene Region  
 4210 N. Clack  
 Abilene TX 79601  
 United States

**Vendor ID:** 1741976051 1

**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: 21014173

Term Contract #: 620-A1  
 832-A1

Vendor Contact: Audrey Cedillo  
 Email: Smartbuy@workquest.com  
 Phone: (512) 451-8145

TxDMV Contact: Donna Wright  
 Vehicle Titles Reg Division  
 Phone: 325/674-1011  
 Email: donna.wright@txdmv.gov

**Authorized Signature**

**10/20/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Packaging Tape 6 Pack Supplier Part Number: 83255190002	832/55	1.0000	PAK	\$12.31000	\$12.31	11/03/2020
						Schedule Total	\$12.31
						<b>ReqID:</b> 0000009681	
Donna Wright Vehicle Titles Reg Division Phone: 325/674-1011 Email: donna.wright@txdmv.gov						Item Total for Line # 1	\$12.31
2-1	Pen, Ballpoint, With Cap, Soft Grip, Medium Point Supplier Part Number: 62080051006	620/80	10.0000	DOZ	\$7.63000	\$76.30	11/03/2020
						Schedule Total	\$76.30
						<b>ReqID:</b> 0000009681	
Donna Wright Vehicle Titles Reg Division Phone: 325/674-1011 Email: donna.wright@txdmv.gov						Item Total for Line # 2	\$76.30
3-1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa (blue ink) Supplier Part Number: 45888468108 Manufacturer Part #: 46810D	620/80	3.0000	DOZ	\$10.50000	\$31.50	11/03/2020
						Schedule Total	\$31.50
						<b>ReqID:</b> 0000009681	
Donna Wright Vehicle Titles Reg Division Phone: 325/674-1011 Email: donna.wright@txdmv.gov						Item Total for Line # 3	\$31.50

Authorized Signature

10/20/2020



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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

*[Handwritten Signature]*  
Purchaser

10/20/2020



# Purchase Order

## PO No. 21014173

Order Date: 10/20/2020

Internal Tracking No.: 0000008886

**Contractor Info**

WorkQuest, Inc.  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
4210 N. CLACK  
ABILENE TX 79601

**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	83255	83255190002	<b>Packaging Tape 6 Pack;Freight included</b> Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/3/2020 Notes: TxDMV Contact: Donna Wright Vehicle Titles & Reg Division Phone: 325/674-1011 Email: donna.wright@txdmv.gov	1	EACH	12.31	\$12.31



# Purchase Order

## PO No. 21014173

Order Date: 10/20/2020

Internal Tracking No.: 0000008886

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	62080051006	<b>Pen, Ballpoint, With Cap, Soft Grip, Medium Point, Plus Freight Order Less Than \$25</b> Attribute 1: Blue Medium-62080051006 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/3/2020 Notes: TxDMV Contact: Donna Wright Vehicle Titles & Reg Division Phone: 325/674-1011 Email: donna.wright@txdmv.gov	10	DOZ	7.63	\$76.30
3	62080	62080231100	<b>Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25</b> Attribute 1: BLUE Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/3/2020 Notes: TxDMV Contact: Donna Wright Vehicle Titles & Reg Division Phone: 325/674-1011 Email: donna.wright@txdmv.gov MPN: 46810D Manufacturer Name: Zebra	3	DOZ	10.50	\$31.50

**Total \$120.11**