



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21023991
 Business Unit # 60800
 Purchase Order # 0000008938
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 10/30/20 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** 12/03/20
Terms: AND ADD **Terms:** AND ADD **Via Print**

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

Vendor: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

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

Vendor ID: 1043390816 6

Purchaser: Ryan Martin Brown
Phone:
Fax:

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To Fax:

Email: Ryan.Brown@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN 1: Changed line item price to reflect actual cost.

TXSmartBuy #: 21023991
 Contract #: TXMAS-20-7502

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.

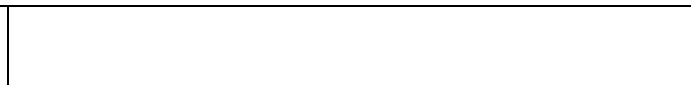
Note: warrants will not be issued to a vendor without a current Texas Identification Number.

TxDMV Contact:

Lori Paul
 Lori.G.Paul@txdmv.gov
 (512) 465-4048

Vendor Contact:

Randy Ericson
 randy.ericson@staples.com
 (512) 947-2439





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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Dymo Labelwriter Address 30252 Label Printer Labels 1- 1/8 W Black On White 700/Box	605/30	10.0000	BOX	\$10.80000	\$108.00	11/10/2020
						Schedule Total	\$108.00
						ReqID:	0000009851
						Item Total for Line # 1	\$108.00
2-1	Zebra Sarasa Retractable Gel Pens Bold Point - BLACK	620/80	2.0000	DOZ	\$8.75000	\$17.50	11/10/2020
						Schedule Total	\$17.50
						ReqID:	0000009851
						Item Total for Line # 2	\$17.50
3-1	Smead 1/3-Cut Interior Folders, Letter Size, Gray, Box Of 100	615/45	3.0000	BOX	\$20.16000	\$60.48	11/10/2020
						Schedule Total	\$60.48
						ReqID:	0000009851
VENDOR: Office Depot Commodity Code: 61545 Supplier #: 855034 MFG #: H163GY						Item Total for Line # 3	\$60.48





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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Hanging File Folders, 1/5 Tab, 11 Point Stock, Letter, Orange, 25/Box	615/43	4.0000	BOX	\$15.02000	\$60.08	11/10/2020
						Schedule Total	<input type="text" value="\$60.08"/>
				ReqID:			
				0000009851			
VENDOR: Supply Chimp Commodity Code: 61543 Supplier #: SMD64065						Item Total for Line # 4	<input type="text" value="\$60.08"/>

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>

