



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21024013
 Business Unit # 60800
 Purchase Order # 0000008939

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 10/30/20 **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: DREAM RANCH LLC
 DBA DREAM RANCH OFFICE SUPPLIES
 11614 JIM CRISTAL RD
 KRUM TX 762497027
 United States

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

Vendor ID: 1270077967 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:

Tameka Harris is a notary in the Office of General Counsel, and is required to notarize legal documents and affidavits in the course of her normal duties. Her Texas Notary Commission expires on 11/3/2020, so we need to obtain the tools to allow her to fulfill this part of her job duties.

Smartbuy #: 21024013
 Contract #: TXMAS-18-7505

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.

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

Vendor Contact:
 Sheri Dewet
 sheri@dreamranchtx.com
 940-591-6565

Authorized Signature

11/02/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21024013
 Business Unit # 60800
 Purchase Order # 0000008939

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Notary Renewal STAMP - Tameka Harris (11/04/20- 11/03/24)	615/77	1.0000	EA	\$13.00000	\$13.00	11/03/2020
						Schedule Total	<input type="text" value="\$13.00"/>
ReqID: 0000009833							
<p>Notary Renewal (No Bond): 4 Years - Tameka L. Harris- Notary ID# 126667990. New period of service 11-04-2020 through 11-03-2024. See attached quote from the last time we renewed a notary commission, for reference. See attached notary commission information and stamp sample, for reference.</p> <p>EC126667990.pdf Notary_Stamp_Sample_-_Tameka_Harris.pdf</p>							
						Item Total for Line # 1	<input type="text" value="\$13.00"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Notary Record Book	615/15	1.0000	EA	\$10.00000	\$10.00	11/03/2020
						Schedule Total	<input type="text" value="\$10.00"/>
ReqID: 0000009833							
<p>Tameka indicated during the renewal process that her current Notary Journal is almost full. Please see the attached pricing information that I found in TxSmartBuy, for reference. Feel free to use any vendor that offers a better bargain.</p>							
						Item Total for Line # 2	<input type="text" value="\$10.00"/>

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

11/02/2020