



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21024425
 Business Unit # 60800
 Purchase Order # 0000008957

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 11/03/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:**

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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1043390816 6

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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

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

Contract #: TXMAS-20-7502

Vendor Contact: Randy Ericson
 Email: randy.ericson@staples.com
 Phone: (512) 947-2439
 Alternate Contact Name: Customer Service
 Alternate Email: support_ct@staples.com
 Alternate Phone: (800) 574-7477

TxDMV Contact: Khadija Brown
 Email: khadija.brown@txdmv.gov
 Phone: 713/316-6131

Authorized Signature

11/03/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21024425
Business Unit # 60800
Purchase Order # 0000008957

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|--|--|-------------|-----------|------|-------------|--------------------------------|--------------------------------------|
| 1-1 | Lux 12 X 15 1/2 Open End Envelopes With Peel & Seal Brown Kraft 50/Pack Supplier Part Number: 282063 Manufacturer Part #: 282063 - 1855753 | 310/24 | 4.0000 | PAK | \$10.03000 | \$40.12 | 11/13/2020 |
| | | | | | | Schedule Total | <input type="text" value="\$40.12"/> |
| | | | | | | RegID: 0000009838 | |
| Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 | | | | | | Item Total for Line # 1 | <input type="text" value="\$40.12"/> |

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

11/03/2020



Purchase Order

PO No. 21024425

Order Date: 11/3/2020

Internal Tracking No.: 0000008957

Contractor Info

Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

(800) 574-7477

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
2110 East Governors Circle
HOUSTON TX 77092

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 | 31024 | 282063 | Lux 12 X 15 1/2 Open End Envelopes With Peel & Seal Brown Kraft 50/Pack Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 11/6/2020 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 282063 - 1855753 Manufacturer Name: Action Envelope & Printing Co. Inc. | 4 | PACK | 10.03 | \$40.12 |

Total \$40.12