



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21024650  
 Business Unit # 60800  
 Purchase Order # 0000008973  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 11/04/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 11/13/20

**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:** 1P18 - Lubbock Region  
 135 Slaton Road  
 Building B - VTR  
 Lubbock TX 79404  
 United States

**Vendor ID:** 1043390816 6

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Fax:**  
**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN 1 - by Mandy Maxwell 11/13/2020  
 Removed line (2) from PO. Vendor notified that they are out of stock on the Microfiber rags.

**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: Rita Gutierrez  
 Vehicle Titles Reg Division  
 Phone: 806/748-2913  
 Email: rita.gutierrez@txdmv.gov

**Authorized Signature**

11/13/2020



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 Texas SmartBuy PO # 21024650  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	2000 Plus Replacement inkpad for printer P20 & Dual Pad Printer P20 Black Supplier Part Number: 2655364 Manufacturer Part #: 2655364 - 1855753	615/77	1.0000	EA	\$4.11000	\$4.11	11/09/2020	
						<b>Schedule Total</b>	<input type="text" value="\$4.11"/>	
				<b>ReqID:</b>	0000009836			
Rita Gutierrez Vehicle Titles Reg Division Phone: 806/748-2913 Email: rita.gutierrez@txdmv.gov							<b>Item Total for Line # 1</b>	<input type="text" value="\$4.11"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Kleenslate Microfiber Cleaning Cloth 4PK Supplier Part Number: 1021043 Manufacturer Part #: 1021043 - 1855753	785/57	1.0000	PAK	\$6.08000	\$0.00	CANCEL	
						<b>Schedule Total</b>	<input type="text" value="\$0.00"/>	
Rita Gutierrez Vehicle Titles Reg Division Phone: 806/748-2913 Email: rita.gutierrez@txdmv.gov							<b>Item Total for Line # 2</b>	<input type="text" value="\$0.00"/>

**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

11/13/2020



# Purchase Order Change Notice

## PO No. 21024650

Order Date: 11/4/2020

Internal Tracking No.: 0000008973

**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  
135 SLATON ROAD  
Building B - VTR  
LUBBOCK TX 79404

**NOTE TO CONTRACTOR:****REVISION HISTORY:**

**PO Revision #: 1**

**PO Change Reasons (Aggregated):** 11/6/2020 1:26 pm-Change to Line 2: Quantity changed from 1 to 0.

11/6/2020 1:26 pm-Change to Line 2: Notes changed to TXDMV Contact: Rita Gutierrez

Vehicle Titles & Reg Division

Phone: 806/748-2913

Email: rita.gutierrez@txdmv.gov

**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/CO-OP Member	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Amanda Maxwell	Amanda.maxwell@txdmv.gov	(512) 465-1226



# Purchase Order Change Notice

PO No. 21024650

Order Date: 11/4/2020

Internal Tracking No.: 0000008973

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	61577	2655364	<b>2000 Plus Replacement Ink Pad For Printer P20 &amp; Dual Pad Printer P20 Black</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 11/9/2020 Notes: TXDMV Contact: Rita Gutierrez Vehicle Titles & Reg Division Phone: 806/748-2913 Email: rita.gutierrez@txdmv.gov MPN: 2655364 - 1855753 Manufacturer Name: Cosco	1	EACH	4.11	\$4.11
2	78557	1021043	<b>Kleenslate Microfiber Cleaning Cloth 4/Pk</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 11/9/2020 Notes: TXDMV Contact: Rita Gutierrez Vehicle Titles & Reg Division Phone: 806/748-2913 Email: rita.gutierrez@txdmv.gov MPN: 1021043 - 1855753 Manufacturer Name: Kleenslate Lp	0	PACK	6.08	\$0.00

**Total \$4.11**