



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21026358
 Business Unit # 60800
 Purchase Order # 0000009006
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 11/16/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 11/18/20

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

Vendor: OFFICE DEPOT INC
 PO BOX 660113
 DALLAS TX 75266-0113
 United States

Ship To: 1P07 - Corpus Christi Region
 602 N. Staples Street
 Corpus Christi TX 78401
 United States

Vendor ID: 1592663954 1

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 11/18/2020
 Vendor advised the original item is no longer available. Cancelled original SmartBuy PO# 21025847 and processed SmartBuy PO# 21026358

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-20-7501

Vendor Contact: Leslie Garza
 Email: leslie.garza@officedepot.com
 Phone: (956) 279-5240

TxDMV Contact: Cynthia Cortinas
 Email: Cynthia.cortinas@txdmv.gov
 Phone: 361/808-3912

Authorized Signature

11/18/2020



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 Texas SmartBuy PO # 21026358
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Trimmer Hvy Dty Carbo Ti 12In Supplier Part Number: 204950 Manufacturer Part #: 16717	605/57	1.0000	EA	\$22.23000	\$22.23	11/18/2020
	Swingline classic cut pro guillotine trimmer, 12in, graphite Supplier Part Number: 330379 Manufacturer Part #: 9112						
						Schedule Total	\$22.23
						ReqID:	0000009896
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912						Item Total for Line # 1	\$22.23

Total PO Amount \$22.23

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.

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Authorized Signature

[Handwritten Signature]
Purchaser

11/18/2020



Purchase Order Cancellation

PO No. 21025847

Order Date: 11/18/2020

Internal Tracking No.: 0000009006

Contractor Info

Office Depot, LLC
15926639541
9501 Amberglen Blvd., Suite 200
Austin, TX 78729

(512) 765-7536

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
602 N. Staples Street
Suite 130
CORPUS CHRISTI TX 78401

PO VERSION HISTORY:

PO Cancellation Reason: Vendor advised this item is no longer available

PO Change Reasons (Aggregated): 11/18/2020 11:40 am-Purchase Order# 21025847 Cancelled.

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

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	60557	330379	Swingline ClassicCut Pro Guillotine Trimmer, 12in, Graphite Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 11/18/2020 Notes: TxDMV Contact: Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912 MPN: 9112 Manufacturer Name: Swingline	0	EACH	\$53.43	\$0.00



Purchase Order Cancellation

PO No. 21025847

Order Date: 11/18/2020

Internal Tracking No.: 0000009006

Total \$0.00



Purchase Order

PO No. 21026358

Order Date: 11/18/2020

Internal Tracking No.: 0000009006 POCN 1

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NOTE TO CONTRACTOR:**Disclaimer**

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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	60557	204950	Westcott CarboTitanium Guillotine Heavy-Duty Trimmer, 12in, White/Green Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 11/20/2020 Notes: TxDMV Contact: Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912 MPN: 16717 Manufacturer Name: Westcott	1	EACH	22.23	\$22.23

Total \$22.23