



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000009038
 Purchase Order Change Notice (# 1)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 11/19/20 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:** 04/27/21
Terms: **Terms:** Destination **Dispatch:** Via Print

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

Vendor: SECRETARY OF STATE
 PO BOX 13824
 AUSTIN TX 787113824
 United States

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

Vendor ID: 3307307307 5

Purchaser: Travis Reese
Phone: 512/465-4180
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Travis.Reese@txdmv.gov

Bill To Fax:
Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN 1, Travis R, 04/27/2021: Added notary ID number to description. Notary ID valid 11/24/20-11/24/24

Interagency Agreement Contract Act:
 Texas Government Code, Title 7, Chapter 771

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:
 Mary Menoskey
 Mary.Menoskey@TxDMV.gov
 (512) 465-4011

Vendor Contact:
 State Office of Risk Management
 notary@sorm.texas.gov

Authorized Signature

04/27/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Application for Appointment as Texas Notary Public - No Bond	946/67	1.0000	EA	\$11.00000	\$11.00	11/19/2020
Employee: Mary Menoskey; Notary ID# 13281709-5							
Term of Office: 4 years, 11/24/20-11/24/24							
						Schedule Total	\$11.00
Contract ID: 0000009038				ReqID: 0000009946			
						Item Total for Line # 1	\$11.00

Total PO Amount \$11.00

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

04/27/2021