



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000009045

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

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

Vendor: UNITED STATES POSTAL SERVICES
 GENERAL MAIL FACILITY
 ATTN: FINANCE WINDOW
 8225 CROSS PARK DR TX 78710-0001
 United States

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

Vendor ID: 1410760000 0

Purchaser: Travis Reese
Phone: 512 4654180
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To Fax:

Email: Travis.Reese@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.

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

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

Postage:

General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

To request a warrant, Divisions will process a receipt in CAPPS against the appropriate purchase order for the amount of the warrant.

The Division will then email the following information to DMV_FIN-INVOICES@TxDMV.gov :

- CAPPS PO number and Receipt Number
- Applicable postage meter and/or permit account balance report
- Payment deadline
- If a warrant is required, specify whom to contact to pick up warrant

Authorized Signature

11/20/2020



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NOTE: Divisions should monitor postage accounts to ensure that excessive funds are not deposited or held in outside postage accounts. Standard funding should provide for no more than three (3) months of funding being held in an outside account.

TxDMV Contact:
 Tammy Wooten
 Tammy.Wooten@TxDMV.gov
 (512) 465-4016

Vendor Contact:
 USPS Customer Service
 (800) 275-8777

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Tarrytown Post Office Postage Account #95593000	963/57	4.0000	QTR	\$3,000.00000	\$12,000.00	12/09/2020
	FY21 Funding for USPS Specialty Plate Returns						

Schedule Total

Contract ID:
0000009045

ReqID:
0000009948

Item Total for Line # 1

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.

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Authorized Signature

Louis P. ..., CTCD

11/20/2020