



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21035626  
 Business Unit # 60800  
 Purchase Order # 0000009078

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 12/02/20 **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:** OFFICE DEPOT INC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

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

**Vendor ID:** 1592663954 1

**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-20-7501

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

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

**Authorized Signature**

*Amanda Maxwell, Purchaser*

12/02/2020



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 21035626  
Business Unit # 60800  
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| Line-Sch:  | Line Description:  | Class/Item: | Quantity: | UOM:          | Unit Price: | Extended Amt:                  | Due Date:                            |
|--|--|-------------|-----------|---------------|-------------|--------------------------------|--------------------------------------|
| 1-1  | Scotch Desk Tape Dispenser<br>Supplier Part Number:<br>173336<br>Manufacturer Part #: C38-BK | 615/88      | 5.0000    | EA            | \$3.67000   | \$18.35                        | 12/04/2020                           |
|  |  |             |           |               |             | <b>Schedule Total</b>          | <input type="text" value="\$18.35"/> |
|  |  |             |           | <b>ReqID:</b> |             |                                |                                      |
|  |  |             |           | 0000009971    |             |                                |                                      |
| Khadija Brown<br>Email: khadija.brown@txdmv.gov<br>Phone: 713/316-6131 |  |             |           |               |             | <b>Item Total for Line # 1</b> | <input type="text" value="\$18.35"/> |

**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

12/02/2020



# Purchase Order

## PO No. 21035626

Order Date: 12/2/2020

Internal Tracking No.: 0000009078

**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  
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      | 61588     | 173336                          | <b>Scotch Desk Tape Dispenser, 100% Recycled, Black</b><br>Contract: TXMAS-20-7501<br>Contract Type: TXMAS<br>Delivery ARO (days): 2<br>Delivery Date: 12/4/2020<br>Notes: TxDMV Contact: Khadija Brown<br>Email: khadija.brown@txdmv.gov<br>Phone: 713/316-6131<br>MPN: C38-BK<br>Manufacturer Name: Scotch | 5   | EACH | 3.67       | \$18.35        |

**Total \$18.35**