



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000009109

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** E **Date:** 12/15/20 **PO Method:** SP **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:** 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1592663954 1

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

**Purchaser:** Ryan Martin Brown  
**Phone:**  
**Fax:**

**Bill To Fax:**

**Email:** Ryan.Brown@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.

**TxDmv contact:**

Claudia Leal  
512) 374-5396  
Claudia.Leal1@txdmv.gov

**Vendor contact:**

Lisa Patton  
lisa.patton@officedepot.com  
(713) 878-2158

**Authorized Signature**

**12/21/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	GE Phone Cable Item # 785561(Office depot)	615/03	1.0000	EA	\$6.99000	\$6.99	12/15/2020
						Schedule Total	\$6.99
						RegID:	0000010001
rd3_furniture_req_8_2019.pdf						Item Total for Line # 1	\$6.99
2-1	Master Caster® Cord Away® Wire Clips, Pack Of 6 Item # 253801	615/03	2.0000	EA	\$2.70000	\$5.40	12/15/2020
						Schedule Total	\$5.40
						RegID:	0000010001
						Item Total for Line # 2	\$5.40
3-1	StarTech.com 15' / 4.6 m Cable Management Sleeve Item # 8739207	615/03	1.0000	EA	\$29.99000	\$29.99	12/15/2020
						Schedule Total	\$29.99
						RegID:	0000010001
						Item Total for Line # 3	\$29.99
4-1	Belkin® 6' Cord Concealer, Gray Item # 732981	615/03	2.0000	EA	\$15.49000	\$30.98	12/15/2020
						Schedule Total	\$30.98
						RegID:	0000010001
						Item Total for Line # 4	\$30.98

Authorized Signature

12/21/2020



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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

A handwritten signature in black ink, appearing to be 'R. B.', written over a horizontal line.

12/21/2020