



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21053263
 Business Unit # 60800
 Purchase Order # 0000009248

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **Date:** 01/26/21 **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: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

Ship To: 1P09 - El Paso Region
 1227 Lee Trevino, Ste. 100
 El Paso TX 79907
 United States

Vendor ID: 1043390816 6

Purchaser: Heidi Ann Davis
Phone: 512/465-4111
Fax:

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Heidi.Davis@txdmv.gov

Bill To Fax:

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>

Contract #: TXMAS-20-7502

TXDMV Contact:

Rachel Esquivel
 Rachel.Esquivel@txdmv.gov
 (915) 594-6011

Vendor Contact:

Randy Ericson
 Email: randy.ericson@staples.com
 Phone: (512) 947-2439

Authorized Signature

01/27/2021



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21053263
Business Unit # 60800
Purchase Order # 0000009248

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Post -It Canary Yellow Rectangle Notes 3" x 5" Package of 24	615/62	1.0000	PKG	\$17.95000	\$17.95	02/05/2021
						Schedule Total	<input type="text" value="\$17.95"/>
				ReqID:			
				0000010117			
						Item Total for Line # 1	<input type="text" value="\$17.95"/>

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

01/27/2021