



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21053512  
 Business Unit # 60800  
 Purchase Order # 0000009261  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **Date:** 01/27/21 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 07/27/21

**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:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1043390816 6

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

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

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Fax:**

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN# 1 by Mandy Maxwell, 07/27/2021  
 Removed line 3 from PO. No longer available by vendor and restricted purchase item. Changed Buyer from Heidi Davis to Amanda Maxwell to process POCN

**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

See Line Items for TxDMV POC's

**Vendor Contract:**

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

**Authorized Signature**

*M. Maxwell* Purchaser, CTCI

**07/27/2021**



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 Texas SmartBuy PO # 21053512  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Supplier# 2348529 - Staple permanent glue sticks 28 ox. 36/pack (44777)	615/05	2.0000	PAK	\$7.66000	\$15.32	02/02/2021	
						Schedule Total	\$15.32	
				<u>ReqID:</u>				
				0000010104				
"TxDMV Contact: Rachel Vasquez Rachel.Vasquez@TxDMV.gov (512) 719-6911"							Item Total for Line # 1	\$15.32
2-1	Energizer Ultimate Lithium Battery Aa 8 Pack (L91Sbp-8/L91Bp8). Supplier Part Number: 608447 Manufacturer Part #: 608447 - 1855753	450/06	6.0000	PAK	\$7.15000	\$42.90	02/09/2021	
						Schedule Total	\$42.90	
				<u>ReqID:</u>				
				0000010121				
"TxDMV Contact: Monica Hernandez Monica.Hernandez@TxDMV.gov (512) 465-1261"							Item Total for Line # 2	\$42.90
Requester: CFO Suite								
3-1	Lee Tippi Micro-Gel Fingertip Grips Size 11 X-Large Assorted 10/Pk SP# 1138715	605/46	1.0000	BOX	\$5.02000	\$0.00	CANCEL	
						Schedule Total	\$0.00	
Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov							Item Total for Line # 3	\$0.00

Authorized Signature

*M. Naell* Purchaser, CTCI

07/27/2021



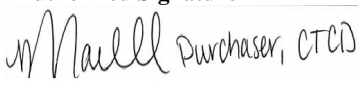
Texas Department of Motor Vehicles  
Texas SmartBuy PO # 21053512  
Business Unit # 60800  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Lee Tippi Micro-Gel Large Fingertip Grip; Size 9 Assorted 10/Pk	605/46	1.0000	PKG	\$5.02000	\$5.02	01/27/2021
						<b>Schedule Total</b>	<input type="text" value="\$5.02"/>
				<b>ReqID:</b>			
				0000010107			
Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						<b>Item Total for Line # 4</b>	<input type="text" value="\$5.02"/>

**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**  
  
**07/27/2021**



# Purchase Order Change Notice

## PO No. 21053512

Order Date: 1/27/2021

Internal Tracking No.: 0009261

**Contractor Info**

Staples Contract & Commercial LLC  
10433908166  
500 Staples Drive  
Framingham, MA 01702

(800) 574-7477

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Items to be shipped to multiple addresses. See shipping details below for each line item.

**NOTE TO CONTRACTOR:****REVISION HISTORY:**

**PO Revision #: 1**

**PO Change Reasons (Aggregated):**7/27/2021 10:12 am-Change to Line 3: Quantity changed from 1 to 0.

7/27/2021 10:12 am-Change to Line 3: Notes changed to "TxDMV Contact:

Renee Israel

Renee.Israel@TxDMV.gov

(512) 465-1420"

**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/CO-OP Member	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Heidi Davis	<a href="mailto:Heidi.davis@txdmv.gov">Heidi.davis@txdmv.gov</a>	(512) 465-5808



# Purchase Order Change Notice

PO No. 21053512

Order Date: 1/27/2021

Internal Tracking No.: 0009261

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	61505	2348529	<b>Staples Permanent Glue Sticks 28 Oz. 36/Pack (44777)</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 2/1/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 1001 E PARMER LANE AUSTIN TX 78753 Notes: "TxDMV Contact: Rachel Vasquez Rachel.Vasquez@TxDMV.gov (512) 719-6911" MPN: 2348529 - 1855753 Manufacturer Name: Staples Brands Group	2	PACK	7.66	\$15.32
2	45006	608447	<b>Energizer Ultimate Lithium Battery Aa 8 Pack (L91Sbp-8/L91Bp8)</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 2/1/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: "TxDMV Contact: Monica Hernandez Monica.Hernandez@TxDMV.gov (512) 465-1261" MPN: 608447 - 1855753 Manufacturer Name: Energizer Holdings Inc.	6	PACK	7.15	\$42.90



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
3	60546	1138715	<b>Lee Tippi Micro-Gel Fingertip Grips Size 11 X-Large Assorted 10/Pk</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 2/1/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: "TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420" MPN: 1138715 - 1855753 Manufacturer Name: Lee Products	0	PACK	5.02	\$0.00
4	60546	1135512	<b>Lee Tippi Micro-Gel Large Fingertip Grip; Size 9 Assorted 10/Pk</b> Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 2/1/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: "TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420" MPN: 1135512 - 1855753 Manufacturer Name: Lee Products	1	PACK	5.02	\$5.02

**Total \$63.24**