



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 21054328  
Business Unit # 60800  
Purchase Order # 0000009295  
Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **Date:** 02/02/21 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 03/04/21

**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:** 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
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:**

POCN #1- Canceled Line 3 because the product is not longer available. Heidi Davis 3/4/2021

**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 #: 615-A1, TXMAS-20-7502

**TxDMV Contact:**

Lori Paul  
Lori.G.Paul@TxDMV.gov  
(512) 465-4048

**Vendor Contact:**

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

**Authorized Signature**

**03/04/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Notebook, Spiral, Gregg ruling, 11/32" wide, 6"x9", white, 80	785/73	10.0000	EA	\$1.28000	\$12.80	02/09/2021	
						<b>Schedule Total</b>	<input type="text" value="\$12.80"/>	
				<b>ReqID:</b>	0000010128			
VENDOR: Staples Commodity Code: 78573755713 Supplier #78573755713 Mfg #811050-1837466							<b>Item Total for Line # 1</b>	<input type="text" value="\$12.80"/>
2-1	Cartridge StaplesF/#5000 Swingline Electronic Staple Cartridge	615/81	24.0000	EA	\$7.19000	\$172.56	02/09/2021	
						<b>Schedule Total</b>	<input type="text" value="\$172.56"/>	
				<b>ReqID:</b>	0000010128			
VENDOR: Office Depot Commodity Code: 61581 Supplier #808725 Mfg #50050							<b>Item Total for Line # 2</b>	<input type="text" value="\$172.56"/>
3-1	Bic Reaction Mechanical Pencils 0.7 Mm Blue Barrel 12/PK	620/60	1.0000	DOZ	\$11.34000	\$0.00	CANCEL	
						<b>Schedule Total</b>	<input type="text" value="\$0.00"/>	
				<b>ReqID:</b>	0000010128			
VENDOR: Staples Commodity Code: 62060 Supplier #753963 Mfg #753963-1855753							<b>Item Total for Line # 3</b>	<input type="text" value="\$0.00"/>

**Total PO Amount**

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

03/04/2021



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unless authorized by Purchaser prior to Shipment.

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Authorized Signature

A handwritten signature in black ink, appearing to read "Michael D. ...", written over a horizontal line.

03/04/2021