



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21075096
 Business Unit # 60800
 Purchase Order # 0000009443

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 04/02/21 **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: 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: Amanda Leigh Maxwell
Phone: 512/465-1226
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: Mari Henson
 Government and Strategic Communications Division
 Phone: 512/465-1443
 Email: mari.henson@txdmv.gov

Authorized Signature

04/02/2021



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 Texas SmartBuy PO # 21075096
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Convertible Name Badge Holders 3 in x 4 in pack of 25 SNP 660697	080/10	2.0000	EA	\$10.18000	\$20.36	04/09/2021	
						Schedule Total	<input type="text" value="\$20.36"/>	
				ReqID:	0000010304			
Mari Henson Government and Strategic Communications Division Phone: 512/465-1443 Email: mari.henson@txdmv.gov							Item Total for Line # 1	<input type="text" value="\$20.36"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Laser Name Badge Inserts - Avery 2 1/4 in x 3 1/2 in Box of 400 SPN 523035	080/10	1.0000	EA	\$12.56000	\$12.56	04/09/2021	
						Schedule Total	<input type="text" value="\$12.56"/>	
				ReqID:	0000010304			
Mari Henson Government and Strategic Communications Division Phone: 512/465-1443 Email: mari.henson@txdmv.gov							Item Total for Line # 2	<input type="text" value="\$12.56"/>

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

[Handwritten Signature]
Purchaser

04/02/2021



Purchase Order

PO No. 21075096

Order Date: 4/2/2021

Internal Tracking No.: 0000009443

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
4000 JACKSON AVENUE
AUSTIN TX 78731

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	08010	660697	Office Depot Brand Convertible Name Badge Holders, 3in x 4in, Pack Of 25 Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/5/2021 Notes: TxDMV contact: Mari Henson Government and Strategic Communications Division Phone: 512/465-1443 Email: mari.henson@txdmv.gov MPN: XS12033 Manufacturer Name: Office Depot	2	PACK	10.18	\$20.36



Purchase Order

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Order Date: 4/2/2021

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	08010	523035	Avery Laser Name Badge Inserts, 2 1/4in x 3 1/2in, Box Of 400 Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/5/2021 Notes: TxDMV contact: Mari Henson Government and Strategic Communications Division Phone: 512/465-1443 Email: mari.henson@txdmv.gov MPN: 5390 Manufacturer Name: Avery	1	BOX	12.56	\$12.56

Total \$32.92