



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21075456
 Business Unit # 60800
 Purchase Order # 0000009459

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 04/06/21 **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: See Detail Below

Vendor ID: 1043390816 6

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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-20-7502

Vendor Contact: Jonathan McEwen
 Email: jonathan.mcewen@staples.com
 Phone: (210) 253-7267
 Alternate Contact Name: Customer Service
 Alternate Email: support_ct@staples.com
 Alternate Phone: (800) 574-7477

TxDMV Contact: Renee Israel
 Motor Carrier Operations
 Phone: 512/465-1420
 Email: renee.israel@txdmv.gov

TXDMV Contact: Christy McDaniel
 Phone: 817/285-1512
 Email: christy.McDaniel@txdmv.gov

Authorized Signature

04/06/2021



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| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | |
|--|---|-------------------------------|-----------|------|-------------|-----------------------------|--------------------------------|---------|
| 1-1 | Staples Heavy Weight Sheet Protectors 8.5 X 11 (Us Letter) Clear 100/Box (13860-Cc) Supplier Part Number: 811812 | 615/39 | 4.0000 | BOX | \$6.01000 | \$24.04 | 04/09/2021 | |
| Ship To: 1P00 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| | | | | | | Schedule Total | \$24.04 | |
| | | | | | | ReqID: 0000010277 | | |
| Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov | | | | | | | Item Total for Line # 1 | \$24.04 |
| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | |
| 2-1 | Elmer'S School Glue Sticks 0.24 Oz. 30/Pack (E555) Supplier Part Number: 831989 | 785/32 | 2.0000 | PAK | \$7.66000 | \$15.32 | 04/09/2021 | |
| Ship To: 1P13 | | Delivery Instructions: | | | | | | |
| 2425 Gravel Dr. Fort Worth TX 76118 United States | | | | | | | | |
| | | | | | | Schedule Total | \$15.32 | |
| | | | | | | ReqID: 0000010286 | | |
| Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov | | | | | | | Item Total for Line # 2 | \$15.32 |

Total PO Amount \$39.36

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

04/06/2021



Texas Department of Motor Vehicles
Texas SmartBuy PO # 21075456
Business Unit # 60800
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Page: 3 of 3

Authorized Signature

Mr. [Signature], Purchaser

04/06/2021



Purchase Order

PO No. 21075456

Order Date: 4/6/2021

Internal Tracking No.: 0000009459

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:**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 | 61539 | 811812 | Staples Heavy Weight Sheet Protectors 8.5 X 11 (Us Letter) Clear 100/Box (13860-Cc) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 4/9/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 811812 - 1855753 Manufacturer Name: Staples Brands Group | 4 | BOX | 6.01 | \$24.04 |



Purchase Order

PO No. 21075456

Order Date: 4/6/2021

Internal Tracking No.: 0000009459

| Line # | NIGP Code | Commodity Code/ Supplier Part # | Item | QTY | UOM | Unit Price | Extended Price |
|--------|-----------|---------------------------------|---|-----|------|------------|----------------|
| 2 | 78532 | 831989 | Elmer'S School Glue Sticks 0.24 Oz. 30/Pack (E555) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 4/9/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TXDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov MPN: 831989 - 1855753 Manufacturer Name: Elmers Products Inc. | 2 | PACK | 7.66 | \$15.32 |

Total \$39.36