



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21075688  
 Business Unit # 60800  
 Purchase Order # 0000009462

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **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:** 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

**Vendor Contact:**

Jonathan McEwen  
 Email: jonathan.mcewen@staples.com  
 Phone: (210) 253-7267

See Line Item for POC

**Authorized Signature**

**04/07/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	C-Line Heavyweight Sheet Protectors Clear 200/Box; SP # 887493	615/80	2.0000	BOX	\$14.94000	\$29.88	04/06/2021
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>					
2110 E. Governors Circle Houston TX 77092 United States							
						<b>Schedule Total</b>	\$29.88
						<b>RegID:</b>	0000010201
"TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131"						<b>Item Total for Line # 1</b>	\$29.88
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Staples Permanent Glue Sticks 28 Oz. 36/Pack, SP # 2348529	615/05	1.0000	PAK	\$7.66000	\$7.66	04/06/2021
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>					
2110 E. Governors Circle Houston TX 77092 United States							
						<b>Schedule Total</b>	\$7.66
						<b>RegID:</b>	0000010201
"TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131"						<b>Item Total for Line # 2</b>	\$7.66

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Dymo Labelwriter Address 30252 Label Printer Labels 1- 1/8 W; SP # 377179	605/30	5.0000	BOX	\$10.80000	\$54.00	04/06/2021	
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>						
2110 E. Governors Circle Houston TX 77092 United States								
						<b>Schedule Total</b>	\$54.00	
						<b>ReqID:</b> 0000010201		
"TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131"							<b>Item Total for Line # 3</b>	\$54.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Swingline Standard Stapler Value Pack (Standard Staples & Remover Inc.luded);SP # 901291	605/85	10.0000	EA	\$10.52000	\$105.20	04/06/2021	
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>						
2110 E. Governors Circle Houston TX 77092 United States								
						<b>Schedule Total</b>	\$105.20	
						<b>ReqID:</b> 0000010201		
"TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131"							<b>Item Total for Line # 4</b>	\$105.20

Authorized Signature

04/07/2021

