



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009518

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 04/22/21 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** HOUSE OF REPRESENTATIVES  
 PO BOX 2910  
 AUSTIN TX 787682910  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3102102102 2

**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:**

Interagency Agreement Contract Act:  
 Texas Government Code, Title 7, Chapter 771

**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>

Confirmation #: 56664KXH

Pay to RTI 107609. Use the Confirmation as the invoice number.

Vendor needs GT number to confirm payment. Payment must be received no later than 6/22/2021 to avoid cancellation.

**Vendor Contact:**

Texas House of Representatives  
 Attn: Office of the Sergeant at Arms  
 (512) 463-0910

**TxDMV Contact**

Stephanie Lopez  
 Stephanie.Lopez1@txdmv.gov

**Authorized Signature**

**04/22/2021**



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(512) 465-4043

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	3x5 Flag (Flown over Capitol), Certificate, and Gift Box Confirmation #56664KXH	080/65	1.0000	EA	\$23.99000	\$23.99	04/30/2021

Schedule Total

ReqID:  
0000010357

Item Total for Line # 1

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

04/22/2021