



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21083892  
 Business Unit # 60800  
 Purchase Order # 0000009524  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 04/27/21 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 04/27/21

**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

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

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Fax:**

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN# 1 - by Mandy Maxwell, 04/24/2021  
 Changed cost of line item #2 from \$17.28/ea to \$5.13/ea PO No. 21083915

**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: Stephanie Lopez  
 HR Administrative Assistant  
 Phone: (512) 465-4043  
 Email: stephanie.lopez@txdmv.gov

TXDMV Contact: Virginia Pickering  
 IT Services Division  
 Phone: 512/465-4031

**Authorized Signature**

04/27/2021



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 21083892  
Business Unit # 60800  
Purchase Order # 0000009524  
Purchase Order Change Notice (# 1)

Email: virginia.pickering@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Bankers Box Stor/File Basic-Duty Storage Boxes, Letter/Legal Size, 10inH x 12inW x 15inD, White/Blue, Pack Of 20 Supplier Part Number: 733436	615/37	3.0000	EA	\$39.68000	\$119.04	04/29/2021

Schedule Total

ReqID:  
0000010386

Stephanie Lopez  
HR Administrative Assistant  
Phone: (512) 465-4043  
Email: stephanie.lopez@txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Office Depot Perforated Writing Pad, White, 8-1/2" x 11", Package Of 12 Supplier Part Number: 305466	045/06	2.0000	DOZ	\$5.13000	\$10.26	05/07/2021

Schedule Total

ReqID:  
0000010376

Virginia Pickering  
IT Services Division  
Phone: 512/465-4031  
Email: virginia.pickering@txdmv.gov

Item Total for Line # 2

Authorized Signature

04/27/2021



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21083892  
 Business Unit # 60800  
 Purchase Order # 0000009524  
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	X-Acto Mighty Mite Small Electric Pencil Sharpnr - Desktop - 1 Hole(s) - 3.5in Height x 3.5in Width x 5in Depth - Medium Green Supplier Part Number: 897471	605/60	1.0000	EA	\$18.28000	\$18.28	04/29/2021
						<b>Schedule Total</b>	<input type="text" value="\$18.28"/>
						<b>RegID:</b>	
						0000010376	
Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov						<b>Item Total for Line # 3</b>	<input type="text" value="\$18.28"/>
4-1	Office Depot Brand Cleaning Dusters, 10 Oz, Pack Of 12 Supplier Part Number: 337994	207/25	2.0000	PAK	\$36.92000	\$73.84	04/29/2021
						<b>Schedule Total</b>	<input type="text" value="\$73.84"/>
						<b>RegID:</b>	
						0000010376	
Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov						<b>Item Total for Line # 4</b>	<input type="text" value="\$73.84"/>
						<b>Total PO Amount</b>	<input type="text" value="\$221.42"/>

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**  
  
 Purchaser  
 04/27/2021



# Purchase Order

## PO No. 21083892

Order Date: 4/27/2021

Internal Tracking No.: 0000009524

**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	61537	733436	<b>Bankers Box Stor/File Basic-Duty Storage Boxes, Letter/Legal Size, 10inH x 12inW x 15inD, White/Blue, Pack Of 20</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/29/2021 Notes: TxDMV Contact: Stephanie Lopez HR Administrative Assistant Phone: (512) 465-4043 Email: stephanie.lopez@txdmv.gov MPN: 0070333 Manufacturer Name: Bankers Box	3	EACH	39.68	\$119.04



# Purchase Order

## PO No. 21083892

Order Date: 4/27/2021

Internal Tracking No.: 0000009524

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	60560	897471	<b>X-Acto Mighty Mite Small Electric Pencil Sharpnr - Desktop - 1 Hole(s) - 3.5in Height x 3.5in Width x 5in Depth - Medium Green</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/29/2021 Notes: TXDMV Contact: Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov MPN: 19500 Manufacturer Name: X-ACTO	1	EACH	18.28	\$18.28
3	20725	337994	<b>Office Depot Brand Cleaning Dusters, 10 Oz, Pack Of 12</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/29/2021 Notes: TXDMV Contact: Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov MPN: ODP-10P12 Manufacturer Name: Office Depot	2	PACK	36.92	\$73.84

**Total \$211.16**



# Purchase Order

## PO No. 21083915

Order Date: 4/27/2021

Internal Tracking No.: 0000009524

**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	61562	305466	<b>Office Depot Brand Perforated Writing Pads, 8 1/2in x 11 3/4in, Legal Ruled, 50 Sheets, White, Pack Of 12 Pads</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/29/2021 Notes: TXDMV Contact: Virginia Pickering IT Services Division Phone: 512/465-4031 Email: virginia.pickering@txdmv.gov MPN: 99401 Manufacturer Name: Office Depot	2	DOZ	5.13	\$10.26

**Total \$10.26**