



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21084289
 Business Unit # 60800
 Purchase Order # 0000009531

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** A **Date:** 04/28/21 **PO Method:** DG **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: 512/465-5808
Fax: 512/465-5641

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 #:615-A1, TXMAS-20-7502

Vendor Contact:
 Customer Service
 Alternate Email: support_ct@staples.com
 Alternate Phone: (800) 574-7477

TxDMV Contact:
 Julie Payne
 Julie.Payne@txdmv.gov
 (432) 276-4411

Authorized Signature

04/29/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toner, Black Hp55x (CE255X) HP3015	207/72	1.0000	EA	\$173.25000	\$173.25	04/28/2021
Ship To: 1P19		Delivery Instructions:					
3901 East Hwy. 80 Odessa TX 79761 United States							
						Schedule Total	\$173.25
						ReqID: 0000010395	
TxDMV Contact: Julie Payne Julie.Payne@txdmv.gov (432) 276-4411						Item Total for Line # 1	\$173.25
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Eraser, Pencil Cap	785/20	1.0000	BOX	\$4.49000	\$4.49	05/05/2021
Ship To: 1P21		Delivery Instructions:					
600 West Expressway 83 Pharr TX 78577 United States							
						Schedule Total	\$4.49
						ReqID: 0000010401	
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712						Item Total for Line # 2	\$4.49

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	LETTER OPENER BLACK 2/PACK (18006)	615/53	6.0000	PAK	\$0.90000	\$5.40	05/05/2021	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	<input type="text" value="\$5.40"/>	
						RegID: 0000010401		
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712							Item Total for Line # 3	<input type="text" value="\$5.40"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Highlighter, CHISEL ASSORTED DOZEN (29204)	620/90	2.0000	PAK	\$3.51000	\$7.02	05/05/2021	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	<input type="text" value="\$7.02"/>	
						RegID: 0000010401		
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712							Item Total for Line # 4	<input type="text" value="\$7.02"/>

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Highlighter, CHISEL YELLOW DOZEN (29203)	620/90	3.0000	DOZ	\$4.76000	\$14.28	05/05/2021
Ship To: 1P21		Delivery Instructions:					
600 West Expressway 83 Pharr TX 78577 United States							
						Schedule Total	\$14.28
						RegID: 0000010401	
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712						Item Total for Line # 5	\$14.28
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	POST-IT NOTES, 1 3/8 X 1 7/8 MARSEILLE COLLECTION 12 PADS	615/62	3.0000	PAK	\$2.81000	\$8.43	05/05/2021
Ship To: 1P21		Delivery Instructions:					
600 West Expressway 83 Pharr TX 78577 United States							
						Schedule Total	\$8.43
						RegID: 0000010401	
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712						Item Total for Line # 6	\$8.43

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Marker, Permanent, Sharpie Magnum, Black	620/90	3.0000	EA	\$2.33000	\$6.99	05/05/2021	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	<input type="text" value="\$6.99"/>	
						RegID: 0000010401		
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712							Item Total for Line # 7	<input type="text" value="\$6.99"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Pen, BIC CRISTAL, BALLPOINT, STICK, BOLD POINT, BLACK INK 24/BOX	620/80	2.0000	PAK	\$4.09000	\$8.18	05/05/2021	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	<input type="text" value="\$8.18"/>	
						RegID: 0000010401		
TxDMV Contact: Ariana Rosa Ariana.Rosa@txdmv.gov (956) 784-6712							Item Total for Line # 8	<input type="text" value="\$8.18"/>

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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