



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21085374  
 Business Unit # 60800  
 Purchase Order # 0000009568  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** X **Date:** 05/06/21 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 05/10/21  
**Terms:** **Terms:** Destination **Via Print**

**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:** See Detail Below

**Vendor ID:** 1592663954 1

**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>

POCN#1: Line #4 was cancelled by the vendor resourcing through another vendor. Heidi Davis 5/10/2021

Contract #:TXMAS-20-7501

**Vendor Contact:**

Leslie Garza  
 Email: leslie.garza@officedepot.com  
 Phone: (956) 279-5240

See line for TXDMV POC

**Authorized Signature**

**05/10/2021**



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 21085374  
Business Unit # 60800  
Purchase Order # 0000009568  
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pens, Ball Point, Stick, MS11-BLU	620/80	10.0000	DOZ	\$2.11000	\$21.10	05/18/2021
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	\$21.10
						<b>ReqID:</b> 0000010413	
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211						<b>Item Total for Line # 1</b>	\$21.10
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Rubber Bands, Crepe, #117B, 7" x 1/8", 909713, Box Of 300	615/75	4.0000	BOX	\$4.05000	\$16.20	05/18/2021
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	\$16.20
						<b>ReqID:</b> 0000010413	
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211						<b>Item Total for Line # 2</b>	\$16.20

Authorized Signature

05/10/2021





Texas Department of Motor Vehicles  
Texas SmartBuy PO # 21085374  
Business Unit # 60800  
Purchase Order # 0000009568  
Purchase Order Change Notice (# 1)

---

Page: 4 of 4

---

Authorized Signature

A handwritten signature in black ink, appearing to read "Michael D. ...", written over a horizontal line.

05/10/2021