



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009652

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** See Detail Below **PCC:** 0 **Date:** 05/24/21 **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:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)  
 PO BOX 99  
 HUNTSVILLE TX 773420099  
 United States

**Ship To:** 1P18 - Lubbock Region  
 135 Slaton Road  
 Building B - VTR  
 Lubbock TX 79404  
 United States

**Vendor ID:** 3696696696 6

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

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

**Bill To Fax:**

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

**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.

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.

**The Prison Made Good Acts:**  
 Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

TCI BID#: 2109-019

TDCJ Contact: Kevin Gilliland/Customer Service  
 Phone: 936/437-6048  
 Email: KEVIN.GILLILAND@tdcj.texas.gov  
 Email: tci@tdcj.texas.gov

TxDMV Contact: Rashell McClanahan  
 Vehicle Titles Reg Division  
 Phone: (806) 748-2915  
 Email: Rashell.McClanahan@txdmv.gov

**Authorized Signature**

**05/24/2021**



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Authorized Signature

*Mr. [Signature]*, Purchaser

05/24/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Business Cards, DMV-0107: 250/BOX, 1-SIDED	966/07	1.0000	BOX	\$9.39000	\$9.39	06/24/2021
						Schedule Total	\$9.39
						ReqID:	0000010475
Business Cards to read:							
RITA GUTIERREZ Regional Manager Lubbock Regional Service Center Vehicle Titles and Registration Division O 806.748.2900 F 806.748.2903 Rita.Gutierrez@TxDMV.gov							
135 SLATON ROAD, LUBBOCK, TX 79404							
						Item Total for Line # 1	\$9.39
2-1	Business Cards, DMV-0107: 250/BOX, 1-SIDED	966/07	1.0000	BOX	\$9.39000	\$9.39	06/24/2021
						Schedule Total	\$9.39
						ReqID:	0000010475
Business Cards to read:							
RASHELL McCLANAHAN Customer Service Coordinator Lubbock Regional Service Center Vehicle Titles and Registration Division O 806.748.2900 F 806.748.2903 Rashell.McClanahan@TxDMV.gov							
135 SLATON ROAD, LUBBOCK, TX 79404							
						Item Total for Line # 2	\$9.39
3-1	Freight	962/86	1.0000	EA	\$9.77000	\$9.77	06/24/2021
						Schedule Total	\$9.77
						Item Total for Line # 3	\$9.77

Authorized Signature

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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

*M. K. Powell, Purchaser*

05/24/2021