



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000009872

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 07/14/21 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:**  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME RECORDS SERVICE  
PO BOX 15999  
AUSTIN TX 787615999  
**United States**

**Ship To:** 1P03 - Austin Region  
1001 E. Parmer Lane, Ste. A  
Austin TX 78753  
United States

**Vendor ID:** 3405405405 0

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

**Purchaser:** Ricardo Montalvo Rodriguez  
**Phone:** 512/465-4097  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Ricardo.Montalvo@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, whichever 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.

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

Quote # 20200924-001  
Contract # 966-M2

**TxDmv Contact:**  
Marie Peterson  
Marie.Peterson@txdmv.gov  
(512) 719-6911

**Vendor Contact:**  
Daniel Wilcox  
daniel.wilcox@dps.texas.gov  
(512) 424-7608

**Authorized Signature**

**07/14/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	#10 Envelope, White Woven, Diagonal Seam, gummed,500 Envelopes/Box	966/66	15.0000	BOX	\$22.00000	\$330.00	07/26/2021
						<b>Schedule Total</b>	<input type="text" value="\$330.00"/>
				<b>ReqID:</b>			
				0000010669			
Return Address should read:							
TxDMV Logo Texas Department of Motor Vehicles Austin Regional Service Center 1001 E. Parmer Lane, Ste. A Austin, TX 78753							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$330.00"/>

**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**  
  
07/14/2021