



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22043927
 Business Unit # 60800
 Purchase Order # 0000010508

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 12/09/21 **PO Method:** AT **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: 1P25 - Wichita Falls
 1601-A Southwest Parkway
 Wichita Falls TX 76302
 United States

Vendor ID: 1043390816 6

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:

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.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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-20-7502

Vendor Contact: Jonathan McEwen
 Email: jonathan.mcewen@staples.com
 Phone: (210) 253-7267
 Alternate Contact Name: Customer Service
 Alternate Email: support_ct@staples.com
 Alternate Phone: (800) 574-7477

TxDMV Contact: Suzanne Long

Authorized Signature

12/09/2021



Texas Department of Motor Vehicles
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Vehicle Titles Reg Division
 Email: Suzanne.long@TxDMV.gov
 Phone: 940/235-4817

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Swingline Ultimate Staple Remover with built in Magnet blade style black (S7038121)	605/82	10.0000	EA	\$2.80000	\$28.00	12/14/2021
						Schedule Total	<input type="text" value="\$28.00"/>
						ReqID:	
						0000011416	

Suzanne Long
 Vehicle Titles Reg Division
 Email: Suzanne.long@TxDMV.gov
 Phone: 940/235-4817

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Staples Concealed Blade Letter Opener Black 2/pack (18006)	615/53	10.0000	PKG	\$0.90000	\$9.00	12/14/2021
						Schedule Total	<input type="text" value="\$9.00"/>
						ReqID:	
						0000011416	

Suzanne Long
 Vehicle Titles Reg Division
 Email: Suzanne.long@TxDMV.gov
 Phone: 940/235-4817

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Champ Mechanical Pencils. 0.7 mm #2 Lead, Blue Barrel Pack of 24	620/60	1.0000	PKG	\$7.57000	\$7.57	12/14/2021
						Schedule Total	<input type="text" value="\$7.57"/>
						ReqID:	
						0000011416	

Suzanne Long
 Vehicle Titles Reg Division
 Email: Suzanne.long@TxDMV.gov
 Phone: 940/235-4817

Item Total for Line # 3

Total PO Amount

Authorized Signature

Suzanne Long

12/09/2021



Texas Department of Motor Vehicles
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Business Unit # 60800
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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

[Handwritten Signature]

12/09/2021



Purchase Order

PO No. 22043927

Order Date: 12/9/2021

Internal Tracking No.: 0000010508

Contractor Info

Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

(800) 574-7477

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
1601-A SOUTHWEST PARKWAY
WICHITA FALLS TX 76302

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	60582	649479	Swingline Ultimate Staple Remover With Built-In Magnet Blade Style Black (S7038121) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 12/13/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 MPN: 649479 - 1855753 Manufacturer Name: General Binding Corp Acco	10	EACH	2.80	\$28.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61553	815014	Staples Concealed Blade Letter Opener Black 2/Pack (18006) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 12/13/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 MPN: 815014 - 1855753 Manufacturer Name: Staples Brands Group	10	PACK	0.90	\$9.00
3	62060	043854	Pentel Champ Mechanical Pencil Hb-Soft Blue Barrel 24/Pack (A117Csw-Us) Contract: TXMAS-20-7502 Contract Type: TXMAS Delivery ARO (days): 3 Delivery Date: 12/13/2021 Notes: TxDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 MPN: 043854 - 1855753 Manufacturer Name: Pentel Of America Ltd	1	PACK	7.57	\$7.57

Total \$44.57