



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22045574
 Business Unit # 60800
 Purchase Order # 0000010579

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 12/23/21 **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: OFFICE DEPOT INC
 PO BOX 660113
 DALLAS TX 75266-0113
 United States

Ship To: 1P07 - Corpus Christi Region
 602 N. Staples Street
 Corpus Christi TX 78401
 United States

Vendor ID: 1592663954 1

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Mandy.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, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

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).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Enter any other special delivery requirements.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Contract# TXMAS-20-7501

Vendor Contact: Lisa Patton
 Email: stateoftexas@officedepot.com
 Phone: (713) 878-2158
 Alternate Contact Name: Lori Pickering
 Alternate Phone: (469) 406-5077

Authorized Signature

12/23/2021



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Texas SmartBuy PO # 22045574
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TxDMV Contact: Cynthia Cortinas
Email: Cynthia.cortinas@txdmv.gov
Phone: 361/808-3912

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Swingline Electronic Staple Cartridge, Box Of 5,000 Supplier Part Number: 808725	615/81	4.0000	EA	\$8.22000	\$32.88	12/28/2021

Schedule Total

ReqID:
0000011454

Cynthia Cortinas
Email: Cynthia.cortinas@txdmv.gov
Phone: 361/808-3912

Item Total for Line # 1

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

12/23/2021



**Texas Department of Motor Vehicles
Requisition**

Page: 1 of 4
 Run Date: 12/23/2021
 Run Time: 11:15:20 AM
 Report ID: TXCPO002X

Business Unit 60800 **Origin** CC **Requestor** Cynthia Cortinas **BCM Status** Valid

Requisition ID 0000011454 **Status** Approved **Requestor Phone** **Req Approval Date** 12/21/2021

Requisition Date 12/20/2021 **Description** STAPLES

HEADER COMMENTS:

Line	Description	UOM	Qty	Price	Amount	Line Status
1	Electronic staple cartridge, box of 5000; SP# 808725	EA	4	8.22	32.88	Approved

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			615	81	Amanda Maxwell

Schedule 1 Schedule Amount 32.88

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0010	453006		30101	2022			32.88	Corpus Christi Reg Srvc Cntr

Line Nbr Comments

Line	Description	UOM	Qty	Price	Amount	Line Status
2	2022 NADA Title & Registration textbook	EA	1	285.00	285.00	Approved

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			715	12	Amanda Maxwell

Schedule 1 Schedule Amount 285.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	738200	0010	453006		30101	2022			285.00	Corpus Christi Reg Srvc Cntr

Line Nbr Comments



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Business Unit 60800 **Origin** CC **Requestor** Cynthia Cortinas **BCM Status** Valid

Requisition ID 0000011454 **Status** Approved **Requestor Phone** **Req Approval Date** 12/21/2021

Requisition Date 12/20/2021 **Description** STAPLES

Line 3	Description Avery hi-liter chisel yellow; SP # 139584	UOM DOZ	Qty 2	Price 5.13	Amount 10.26	Line Status Approved				
Vendor ID	Vendor Loc	Vendor Name	Class 620	Item 90	Buyer Amanda Maxwell					
Schedule 1 Schedule Amount 10.26										
Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0010	453006		30101	2022			10.26	Corpus Christi Reg Srvc Cntr
Line Nbr	Comments									

Line 4	Description Pen, ballpoint, hybrid ink, medium pt, rubber grip, blue ink; SP# 62080350010	UOM DOZ	Qty 6	Price 4.54	Amount 27.24	Line Status Approved				
Vendor ID	Vendor Loc	Vendor Name	Class 620	Item 80	Buyer Amanda Maxwell					
Schedule 1 Schedule Amount 27.24										
Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0010	453006		30101	2022			27.24	Corpus Christi Reg Srvc Cntr
Line Nbr	Comments									



**Texas Department of Motor Vehicles
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Page: 3 of 4
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Business Unit 60800 **Origin** CC **Requestor** Cynthia Cortinas **BCM Status** Valid

Requisition ID 0000011454 **Status** Approved **Requestor Phone** **Req Approval Date** 12/21/2021

Requisition Date 12/20/2021 **Description** STAPLES

Line	Description	UOM	Qty	Price	Amount	Line Status
5	Pen medium point, blue ink; SP# 62080051006	DOZ	4	7.63	30.52	Approved

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			620	80	Amanda Maxwell

Schedule 1 Schedule Amount 30.52

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0010	453006		30101	2022			30.52	Corpus Christi Reg Srvc Cntr

Line Nbr Comments

Total Requisition: \$385.90



**Texas Department of Motor Vehicles
Requisition**

Page: 4 of 4
 Run Date: 12/23/2021
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 Report ID: TXCPO002X

Business Unit	60800	Origin	CC	Requestor	Cynthia Cortinas	BCM Status	Valid
Requisition ID	0000011454	Status	Approved	Requestor Phone		Req Approval Date	12/21/2021
Requisition Date	12/20/2021	Description	STAPLES				

Stage ID	Path ID	Step ID	Step Descr	Status	Approver Name	Approved Date & Time
10	1	1	Level 1- Budget Approval	Approved	Dawna Ellen Rooks	2021-12-21T14:16:58-0600
10	1	3	Level 3 - Team Lead Approval	Approved	Tony M Hall	2021-12-21T14:32:24-0600

Additional Approver