



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22108921
 Business Unit # 60800
 Purchase Order # 0000010998
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 04/27/22 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:** 05/11/22

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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1043390816 6

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Matthew.Windham@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN#1 (05/11/2022 Matthew Windham):
 Cancelled line 1 for 12x15 envelopes. Item discontinued/no longer available from vendor.

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.

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

Contract Number(s): TXMAS-20-7502

TxDMV Contract Monitor:
 Khadija Brown

Authorized Signature

05/11/2022



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khadija.brown@txdmv.gov
(713) 316-6131

Vendor Contact:
Jonathan McEwen
jonathan.mcewen@staples.com
(210) 253-7267

Alternate Vendor Contact:
Customer Service
support_ct@staples.com
(800) 574-7477

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lux 12 X 15 1/2 Open End Envelopes With Peel & Seal Brown Kraft 50/Pack	310/24	10.0000	PAK	\$10.03000	\$0.00	CANCEL

Schedule Total

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Elmer'S Extra Strength Permanent Glue Sticks 0.28 Oz. 24/Pack (E554)	615/05	3.0000	PAK	\$6.77000	\$20.31	05/02/2022

Schedule Total

ReqID:
0000011661

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Staples Economy Rubber Bands #33 1 Lb. Bag 820/Pack (28619-CC)	615/75	10.0000	PAK	\$3.74000	\$37.40	05/02/2022

Schedule Total

ReqID:
0000011661

Item Total for Line # 3

Authorized Signature

05/11/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Staples 2-Part Ncr Adding Machine Roll White/White 2 1/4 W X 100'L 1/RI	615/04	50.0000	ROL	\$0.54000	\$27.00	05/02/2022
						Schedule Total	\$27.00
				ReqID:			
				0000011661			
						Item Total for Line # 4	\$27.00

Total PO Amount \$84.71

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
Matthew Windham
05/11/2022