



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 23072353
 Business Unit # 60800
 Purchase Order # 0000012199

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **PO Date:** 01/10/2023 **PO End Date:** 01/31/2023 **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: 1P07 - Corpus Christi Region
 602 N. Staples Street
 Corpus Christi TX 78401
 United States

Vendor ID: 1043390816 6

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
Fax: 512/465-5641

Bill To Fax:

Email: Mandy.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.

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

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

Authorized Signature

01/10/2023

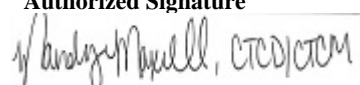


Texas Department of Motor Vehicles
 Texas SmartBuy PO # 23072353
 Business Unit # 60800
 Purchase Order # 0000012199

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Ink refill black ink SP# 819373	615/77	4.0000	EA	\$4.76000	\$19.04	01/18/2023
						Schedule Total	<input type="text" value="\$19.04"/>
						ReqID: 0000012927	
Cindy Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912						Item Total for Line # 1	<input type="text" value="\$19.04"/>
2-1	Pre-inked stamp Paid red ink SP# 321499	615/77	2.0000	EA	\$6.07000	\$12.14	01/18/2023
						Schedule Total	<input type="text" value="\$12.14"/>
						ReqID: 0000012927	
Cindy Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912						Item Total for Line # 2	<input type="text" value="\$12.14"/>
3-1	Ink refill red ink SP# 321804	615/77	4.0000	EA	\$5.59000	\$22.36	01/18/2023
						Schedule Total	<input type="text" value="\$22.36"/>
						ReqID: 0000012927	
Cindy Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912						Item Total for Line # 3	<input type="text" value="\$22.36"/>
						Total PO Amount	<input type="text" value="\$53.54"/>

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

 01/10/2023