



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000012948  
 Purchase Order Change Notice (# 2)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 07/19/2023    **PO End Date:** 08/18/2023    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:** 10/02/2023  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** UNIVERSITY OF NORTH TEXAS  
 UNT PRINTING & DISTRIBUTION SERVICES  
 1155 UNION CIR # 309615  
 DENTON TX 76203-5017  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Monica C Hernandez  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3752752752 9 029

**Purchaser:** Daphne Free  
**Phone:**  
**Fax:**

**Bill To Fax:**

**Email:** daphne.free@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN #2 10/02/2023--Daphne Free  
 Administrative POCN to adjust line quantities to match invoice and to update buyer TINS.

POCN #1 09/28/2023 - Jimmy Smartt  
 Administrative POCN to adjust line 1 quantities and price to match invoice. 12 sets of 2000 cards were ordered.

**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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

Procured under CPA Contract No. 966-M2, reference Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

TxDMV Contract Monitor:

**Authorized Signature**

*Daphne Free, CTED, CTM*

**10/02/2023**



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Monica Hernandez  
 (512) 465-1261  
 monica.hernandez@txdmv.gov  
 Camp Hubbard - Building 1

Vendor Contact:  
 Cheryl Swatloski  
 Cheryl.swatloski@unt.edu  
 1155 Union Cir #309615  
 Denton, Tx 76203-5017

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Rules of the Road (ROTR) Behaviors Card Deck; 3.5 x 5. Color: 4/4, Paper Basis Weight: 120# dull cover.	30901	966/76	2584.5200	EA	\$1.00000	\$2,584.52	08/18/2023
							<b>Schedule Total</b>	<input type="text" value="\$2,584.52"/>
							<b>ReqID:</b> 0000013572	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$2,584.52"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Rules of the Road (ROTR) Small Cards, 3.5 x 6. Color: 1/4; Paper Grade: Indigo 10K Cover; Paper Basis Weight: 120	30901	966/76	2000.0000	EA	\$0.12543	\$250.86	08/18/2023
							<b>Schedule Total</b>	<input type="text" value="\$250.86"/>
							<b>ReqID:</b> 0000013572	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$250.86"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Rules of the Road (ROTR) Individual Leader Prints - 8.5 x 11; Colors: 4/0; Paper Grade: Uncoated Cover; Paper Basis Weight: 80.	30901	966/76	15.0000	EA	\$6.18500	\$92.78	08/18/2023
							<b>Schedule Total</b>	<input type="text" value="\$92.78"/>
							<b>ReqID:</b> 0000013572	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$92.78"/>

Authorized Signature

*Daphne Jones, CTED, CTM*

10/02/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Rules of the Road (ROTR) Individual Leader Prints - 11 x 17; Colors: 4/0; Paper grade: Uncoated Cover; Paper Basis Weight: 80.	30901	966/76	200.0000	EA	\$1.29800	\$259.60	08/18/2023
							<b>Schedule Total</b>	\$259.60
							<b>ReqID:</b> 0000013572	
							<b>Item Total for Line # 4</b>	\$259.60
5-1	Rules of the Road (ROTR) Big Group Poster 24 x 36 - Colors: 4/0; Paper Grade: Uncoated Cover; Paper Basis Weight: 80.	30901	966/76	1.0000	EA	\$96.60000	\$96.60	08/18/2023
							<b>Schedule Total</b>	\$96.60
							<b>ReqID:</b> 0000013572	
							<b>Item Total for Line # 5</b>	\$96.60
							<b>Total PO Amount</b>	\$3,284.36

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  
*Daphne Jones, CTED, CTM*  
 10/02/2023