



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013031

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** VNDR    **PCC:** C    **PO Date:** 08/02/2023    **PO End Date:** 08/25/2023    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)  
 PO BOX 99  
 HUNTSVILLE TX 773420099  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Jennifer L Whittaker  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3696696696 6 007

**Purchaser:** Maxwell Alexander Brown  
**Phone:** 512/465-4000  
**Fax:**

**Bill To Fax:**

**Email:** maxwell.brown@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, 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>.

Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

This procurement is governed by the terms and conditions in CPA Contract Number 966-M2.

Vendor Quote Number: 2309-003

Authorized Signature

Maxwell Brown

08/02/2023



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013031

TxDMV Contract Monitor:  
 Jennifer Whitaker  
 jennifer.whittaker@txdmv.gov  
 (512) 465-1386

Vendor Contact:  
 Ruble Walker  
 tci@tdcj.texas.gov  
 (936) 437-604

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	1 Box of 250, One-Sided - TCI #DMV-0107 LAURA MORIATY	30901	966/36	1.0000	EA	\$9.72000	\$9.72	08/25/2023

Schedule Total

ReqID:  
0000013722

Laura Moriarty  
 General Counsel  
 Office of General Counsel  
 O 512-465-5665 D 512-465-4160  
 Laura.Moriarty@txdmv.gov

4000 JACKSON AVENUE, AUSTIN, TEXAS 78731  
 TxDMV.gov

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	1 Box of 250, One-Sided - TCI #DMV-0107 ASHLEY HEALY	30901	966/36	1.0000	EA	\$9.72000	\$9.72	08/25/2023

Schedule Total

ReqID:  
0000013722

Ashley Healy  
 Deputy General Counsel  
 Office of General Counsel  
 O 512-465-5665 D 512-465-1413  
 Ashley.Healy@TxDMV.gov

4000 JACKSON AVENUE, AUSTIN, TEXAS 78731  
 TxDMV.gov

Item Total for Line # 2

Authorized Signature

Maxwell Brown

08/02/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	1 Box of 250, One-Sided - TCI #DMV-0107 PATRICK "BRIAN" COATS	30901	966/36	1.0000	EA	\$9.72000	\$9.72	08/25/2023
							<b>Schedule Total</b>	<input type="text" value="\$9.72"/>

ReqID:  
0000013722

Patrick "Brian" Coats  
 Associate General Counsel  
 Office of General Counsel  
 O 512-465-5665 D 512-465-1436  
 Brian.Coats@TxDMV.gov

4000 JACKSON AVENUE, AUSTIN, TEXAS 78731  
 TxDMV.gov

**Item Total for Line # 3**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	1 Box of 250, One-Sided - TCI #DMV-0107 ASHLEY CRUTCHFIELD	30901	966/36	1.0000	EA	\$9.72000	\$9.72	08/25/2023
							<b>Schedule Total</b>	<input type="text" value="\$9.72"/>

ReqID:  
0000013722

Ashley Crutchfield  
 Associate General Counsel  
 Office of General Counsel  
 O 512-465-5665 D 512-465-1414  
 Ashley.Crutchfield@TxDMV.gov

4000 JACKSON AVENUE, AUSTIN, TEXAS 78731  
 TxDMV.gov

**Item Total for Line # 4**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Vendor Freight Charges for 4 Boxes (Total of Less than \$50)	30901	966/36	1.0000	EA	\$10.86000	\$10.86	08/25/2023
							<b>Schedule Total</b>	<input type="text" value="\$10.86"/>

ReqID:  
0000013722

Per page 1 of the attached FY23 bid document from the vendor, these are the Freight Charges for 4 boxes of business cards when the order totals less than \$50.

**Item Total for Line # 5**

**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.

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

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