



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000013242
Purchase Order Change Notice (# 2)

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Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/25/2023 **PO End Date:** 08/31/2024 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 08/15/2024
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: UNITED STATES POSTAL SERVICES
GENERAL MAIL FACILITY
ATTN: FINANCE WINDOW
8225 CROSS PARK DR TX 78710-0001
United States

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

Vendor ID: 1410760000 0 425

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

Ship To Attention: Tammy Wooten

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 #2 (Matthew Windham 08/15/2024):
Added Line 3 to include \$6,000.00 in additional FY24 funds for postage account #95593000. PO total increased from \$12,000.00 to \$18,000.00.
Updated PO header comments to include updated TxDMV Terms and Conditions. All else remains unchanged.

POCN #1 (Matthew Windham 04/16/2024):
Added Line 2 to include \$4,000.00 in additional FY24 funds for postage account #95593000. PO total increased from \$8,000.00 to \$12,000.00. All else remains unchanged.

This purchase order adds FY24 funds to pay postage account #95593000. This purchase order replaces PO #60800 0000011549.

Postage:
General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

To request a warrant, Divisions will process a receipt in CAPPS against the appropriate purchase order for the amount of the warrant.
The Division will then email the following information to DMV_FIN-INVOICES@TxDMV.gov :

- CAPPS PO number and Receipt Number
- Applicable postage meter and/or permit account balance report
- Payment deadline
- If a warrant is required, specify whom to contact to pick up warrant

NOTE: Divisions should monitor postage accounts to ensure that excessive funds are not deposited or held in outside postage accounts. Standard funding should provide for no more than three (3) months of funding being held in an outside account.

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.

Authorized Signature

Matthew Windham

08/15/2024



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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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

TxDMV Contract Monitor:

Tammy Wooten
Tammy.Wooten@TxDMV.gov
(512) 465-4016

Vendor Contact:

USPS Customer Service
(800) 275-8777

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Tarrytown Post Office Postage for Account #95593000	30101	963/57	4.0000	QTR	\$2,000.00000	\$8,000.00	08/31/2023
	FY24 Funding for USPS Specialty Plate Returns							
							Schedule Total	\$8,000.00
Contract ID: 0000010238					ReqID: 0000013729			
							Item Total for Line # 1	\$8,000.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Additional Funds for Tarrytown Post Office Postage for Account #95593000, FY24 Funding	30101	963/57	1.0000	EA	\$4,000.00000	\$4,000.00	04/16/2024
							Schedule Total	\$4,000.00
Contract ID: 0000010238					ReqID: 0000014786			
							Item Total for Line # 2	\$4,000.00

Authorized Signature

Matthew Windham

08/15/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Additional Funds for Tarrytown Post Office Postage for Account #95593000, FY24 Funding	30101	963/57	1.0000	EA	\$6,000.00000	\$6,000.00	08/31/2024
							Schedule Total	<div>\$6,000.00</div>
Contract ID:					ReqID:			
0000010238					0000015542			
							Item Total for Line # 3	<div>\$6,000.00</div>

Total PO Amount \$18,000.00

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

Matthew Windham

08/15/2024