



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013942

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** VNDR    **PCC:** A    **PO Date:** 01/26/2024    **PO End Date:** 01/31/2024    **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:** STAPLES CONTRACT AND COMMERCIAL INC  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
 United States

**Ship To:** 1P25 - Wichita Falls  
 1601-A Southwest Parkway  
 Wichita Falls TX 76302  
 United States

**Ship To Attention:** Suzanne M Long  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1043390816 6 000

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

**Bill To Fax:**

**Email:** daphne.free@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>.

This procurement is governed by the terms and conditions in CPA Contract Number 615-C1 and 615-S1.

**TxDmv Contract Monitor:**

Suzanne Long  
 (940) 235-4817  
 suzanne.long@txdmv.gov  
 Wichita Falls Regional Office

**Vendor Contact:**

Contact Name: support\_we@staples.com

Authorized Signature

*Daphne Free, CTED, CTM*

01/26/2024



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Email: Yorka.Velasco-Caballero@staples.com  
 Phone: (800) 540-2765  
 Alternate Contact Name: Yorka Velasco-Caballero  
 Alternate Email: Yorka.Velasco-Caballero@staples.com  
 Alternate Phone: (210) 823-2056  
 Address: 500 Staples Drive Framingham MA 01702

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Packing Tape Duck HP260 Heavy Duty Packing Tape, 1.88" x 60 yds., Clear, 3/Pack (655074) Supplier Part Number: 559019	30101	832/55	2.0000	PKG	\$13.60000	\$27.20	01/31/2024

Schedule Total

ReqID:  
0000014518

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Redi-Tag Page Flags Redi-Tag Page Flags, Assorted Colors, 1" Wide, 50/Pack (76820) Supplier Part Number: 437745	30101	615/39	10.0000	PKG	\$2.24000	\$22.40	01/31/2024

Schedule Total

ReqID:  
0000014518

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Sharp EL Printing Calculator Sharp EL-2196BL 12-Digit Desktop Printing Calculator, Black Supplier Part Number: 583606	30101	600/17	1.0000	EA	\$87.20000	\$87.20	01/31/2024

Schedule Total

ReqID:  
0000014518

Item Total for Line # 3

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.

Authorized Signature

*Daphne Jones, CTED, CTM*

01/26/2024



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Page: 3 of 3

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*

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