



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013967

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** E    **PO Date:** 02/01/2024    **PO End Date:** 04/01/2024    **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:** UNIVERSITY OF TEXAS AT AUSTIN  
 PO BOX 7246  
 AUSTIN TX 78713-7246  
 United States

**Ship To:** 1P05 - Huntsville  
 Wynne Unit - Tag Plant  
 810 FM 2821  
 Huntsville TX 77349  
 United States

**Ship To Attention:** Lori G. Paul  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3721721721 7 204

**Purchaser:** Jason K Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** jason.adams@txdmv.gov

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

**PO Information:**

UT Quote: 38118 - dated 01/30/2024

Delivery by March 15, 2024

**Envelope Specifications:**

Envelope  
 Catalog  
 10X 13  
 28# White Wove w/ Security Tint  
 Peel and Stick flap  
 TxDMV Logo w/Address.

Logo and Address to be in the upper left corner as the envelope lays horizontal along the 13" edge

Full length of logo and address to be 5 1/16"

(Size of Star logo approximately 15/16" wide x 7/8" high)

(Length of TxDMV and address approximately 4" wide)

Star logo left and top edges to be placed approximately 1/2" from left side of envelope edge and 5/8" from top of envelope edge

**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.

Special Payment Notes (Advance Payment, Payment Type, etc.)

**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).

**Authorized Signature**

*Jason Adams, MS, CTCM, CTCO*

02/01/2024



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**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.

**SPECIAL DELIVERY REQUIREMENTS:**

Deliveries to the Wynne Unit must be made Monday through Friday between the hours of 7:00 am and 10:30 am. Deliveries will be made to a maximum-security prison. Vendors/ Shippers must present a packing slip that will identify the contents of all incoming shipments. The following items will not be allowed on the unit during the delivery process: Phones, tobacco, extra clothing, any type of weapon (knives, firearms etc). The driver will be able to turn these items over to the correctional officer staff while he/ she performs the delivery. They will be returned upon departure from the facility. Also, there are lockers available at the local truck stops where items could be stored while the delivery is made.

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>.

**TxDmv Contract Monitor:**

Lori Paul  
 lori.g.paul@txdmv.gov  
 (512) 465-4048

**Vendor Contact:**

MICHAEL PAPPAGEORGE, Senior Administrative Program Coordinator  
 The University of Texas at Austin | Document Solutions  
 2706 Montopolis Drive, Austin, TX 78741 | Campus Mail Code: E3500  
 Office: 512-471-9821 | Mobile: 512-468-0797  
 michael.pappageorge@austin.utexas.edu | documentsolutions.utexas.edu

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	TxDmv 10 x 13 Recycled Envelope with HQ Zip Code	30101	966/31	1.0000	LOT	\$4,375.00000	\$4,375.00	02/01/2024
							<b>Schedule Total</b>	<input type="text" value="\$4,375.00"/>
					<b>ReqID:</b>			
					0000014516			

Deliveries MUST be scheduled 48 hours in advance by contacting Jennifer Robbins at (512) 465-1278 or at Jennifer.Robbins@txdmv.gov. Alternate contact is Lori Paul at (512) 465-4048 or Lori.G.Paul@txdmv.gov

**Item Total for Line # 1**

**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>

**Authorized Signature**

*Louis Adams, MS, CTCM, CTCO*

**02/01/2024**