



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000017307

**Payment Terms:** NET30    **Freight Terms:** PREPAY AND ALLOW    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 02/06/2026    **PO End Date:** 02/27/2026    **PO Method:** IA    **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:** 1P20 - Motor Carrier  
 3712 Jackson Avenue, 5th Floor  
 Austin TX 78731  
 United States

**Ship To Attention:** Sue Angel Russell

**Vendor ID:** 3696696696 6 007

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Maxwell Alexander Brown  
**Phone:** 512/465-4000  
**Fax:** 512/465-5641

**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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. 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.

**The Prison Made Good Acts:**

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)

Authorized Signature

Maxwell Brown

02/06/2026



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Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

Vendor Quote Number: 2601-068

TxDMV Contract Monitor:  
 Sue Russell, MCD Staff Services Officer  
 Email: sue.russell@txdmv.gov  
 phone: 512-465-1420

Vendor Contact:  
 Ruble Walker  
 tci@tdcj.texas.gov  
 (936) 437-6048

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	BUSINESS CARD, DEPARTMENT OF MOTOR VEHICLES (500 BX) DMV-0108 - Specifications: 3.5x2, 100 WHITE SMOOTH COVER, 1-SIDED, FULL COLOR, (BOX = 500 CARDS)	30501	966/07	1.0000	BOX	\$27.80000	\$27.80	02/27/2026
							<b>Schedule Total</b>	<input type="text" value="\$27.80"/>
							<b>ReqID:</b>	
							0000018077	

Glynis Reaves  
 Program Manager  
 Innovative Technology Deployment (ITD)  
 O 512.465.4283  
 Glynis.Reaves1@txdmv.gov

4000 JACKSON AVENUE, AUSTIN, TEXAS 78731  
 www.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

Maxwell Brown

02/06/2026