



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 24001219
 Business Unit # 60800
 Purchase Order # 0000013391

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **PO Date:** 09/15/2023 **PO End Date:** 09/22/2023 **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: STAPLES CONTRACT AND COMMERCIAL INC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

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

Ship To Attention: Claudia J Mojica Leal
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1043390816 6 000

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>.

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

TxDMV Contract Monitor:
 Claudia Leal
 claudia.leal1@txdmv.gov
 512-374-5396

Authorized Signature

Maxwell Brown

09/15/2023



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Vendor Contact:
 Staples Contract Commercial LLC
 Yorka Velasco-Caballero
 Yorka.Velasco-Caballero@staples.com
 (210) 823-2056

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Post-it Paper Super Sticky Notes, 3 in x 3 in Supernova Neons Collection, Pack Of 24 Pads Supplier Part Number: 2095545	30901	615/62	2.0000	PKG	\$13.02000	\$26.04	09/22/2023
							Schedule Total	\$26.04
							ReqID:	0000014013
							Item Total for Line # 1	\$26.04
2-1	Post-it Super Sticky Notes, 450 Total Notes, Pack Of 5 Pads, 4" x 6" Supplier Part Number: 558253	30901	615/62	4.0000	PAK	\$6.70000	\$26.80	09/22/2023
							Schedule Total	\$26.80
							ReqID:	0000014013
							Item Total for Line # 2	\$26.80
3-1	Paper Mate Profile Refillable Mechanical Pencils, 0.7 mm, Black Barrels, Pack Of 12 Supplier Part Number: 24463340	30901	620/80	2.0000	DOZ	\$7.95000	\$15.90	09/22/2023
							Schedule Total	\$15.90
							ReqID:	0000014013
							Item Total for Line # 3	\$15.90

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Avery Removable Color-Coding Labels, 5472, Round, 3/4" Supplier Part Number: 297705	30901	620/80	1.0000	PAK	\$4.90000	\$4.90	09/22/2023
							Schedule Total	<input type="text" value="\$4.90"/>
					ReqID: 0000014013			
							Item Total for Line # 4	<input type="text" value="\$4.90"/>
5-1	Scotch Blue Original Painter's Tape 2090-24NC, 0.94 in x 60 yd Supplier Part Number: 444118	30901	620/00	1.0000	EA	\$3.08000	\$3.08	09/22/2023
							Schedule Total	<input type="text" value="\$3.08"/>
					ReqID: 0000014013			
							Item Total for Line # 5	<input type="text" value="\$3.08"/>
6-1	BIC Brite Liner Highlighters Pocket Style, Chisel Tip, Assorted, Box Of 24 Supplier Part Number: 862218	30901	620/90	2.0000	BOX	\$7.85000	\$15.70	09/22/2023
							Schedule Total	<input type="text" value="\$15.70"/>
					ReqID: 0000014013			
							Item Total for Line # 6	<input type="text" value="\$15.70"/>
7-1	EXPO Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors, Pack Of 36 Supplier Part Number: 1265711	30901	620/90	2.0000	PKG	\$33.01000	\$66.02	09/22/2023
							Schedule Total	<input type="text" value="\$66.02"/>
					ReqID: 0000014013			
							Item Total for Line # 7	<input type="text" value="\$66.02"/>

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8-1	Post-it Super Sticky Easel Pads, 25" x 30", White, Pack Of 2 Pack Supplier Part Number: 725873	30901	615/80	1.0000	BOX	\$72.62000	\$72.62	09/22/2023
							Schedule Total	<input type="text" value="\$72.62"/>
						ReqID: 0000014013		
							Item Total for Line # 8	<input type="text" value="\$72.62"/>
9-1	Cambridge Limited 30% Recycled Business Notebook, 8 1/2" x 11" Supplier Part Number: 567752	30901	615/80	15.0000	EA	\$7.45000	\$111.75	09/22/2023
							Schedule Total	<input type="text" value="\$111.75"/>
						ReqID: 0000014013		
							Item Total for Line # 9	<input type="text" value="\$111.75"/>
10-1	Sharpie Extreme Permanent Markers, Fine Point Supplier Part Number: 498238	30901	620/10	24.0000	EA	\$0.93000	\$22.32	09/22/2023
							Schedule Total	<input type="text" value="\$22.32"/>
						ReqID: 0000014013		
							Item Total for Line # 10	<input type="text" value="\$22.32"/>
11-1	Sharpie® S Gel Pens, Bold Point, 1.0 mm, Black/Blue Barrel, Blue Ink, Pack Of 36 Pens Supplier Part Number: 24428125	30901	620/10	1.0000	PKG	\$58.25000	\$58.25	09/22/2023
							Schedule Total	<input type="text" value="\$58.25"/>
						ReqID: 0000014013		
							Item Total for Line # 11	<input type="text" value="\$58.25"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Sharpie S Gel Pens, Bold Point, 1.0 mm, Black Barrel, Black Ink, Pack Of 36 Pens Supplier Part Number: 24428125	30901	620/10	1.0000	PKG	\$58.25000	\$58.25	09/22/2023
							Schedule Total	<input type="text" value="\$58.25"/>
					ReqID:			
					0000014013			
							Item Total for Line # 12	<input type="text" value="\$58.25"/>
13-1	Duracell Coppertop AA Alkaline Batteries, Box Of 36 Supplier Part Number: 464050	30901	450/06	1.0000	BOX	\$34.78000	\$34.78	09/22/2023
							Schedule Total	<input type="text" value="\$34.78"/>
					ReqID:			
					0000014013			
							Item Total for Line # 13	<input type="text" value="\$34.78"/>
14-1	Duracell Coppertop AAA Alkaline Batteries, Box Of 36 Supplier Part Number: 41302	30901	450/06	1.0000	BOX	\$34.78000	\$34.78	09/22/2023
							Schedule Total	<input type="text" value="\$34.78"/>
					ReqID:			
					0000014013			
							Item Total for Line # 14	<input type="text" value="\$34.78"/>
15-1	Avery Economy View 3 Ring Binder, 1-1/2" Round Rings, White, Pack Of 12 Item #5602803 Supplier Part Number: 520080	30901	615/09	24.0000	EA	\$5.56000	\$133.44	09/22/2023
							Schedule Total	<input type="text" value="\$133.44"/>
					ReqID:			
					0000014013			
							Item Total for Line # 15	<input type="text" value="\$133.44"/>

Total PO Amount

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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.

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