



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 24039030  
 Business Unit # 60800  
 Purchase Order # 0000013662  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** PREPAY AND ADD VNDR    **Ship Via:** 0    **PCC:** 0    **PO Date:** 11/14/2023    **PO End Date:** 12/14/2023    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:** 11/29/2023  
**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:** 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:** 3696696696 6 007

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

**Bill To Fax:**

**Email:** daphne.free@txdmv.gov

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

**PO Information:**

Can refer to PO 11265  
 Tag, Plastic, Nameplate Engraved 27 Walnut, WITH White lettering, 2x8 IN; Nameplate to read in all capital, Name: ASHLEY HEALY. Assembled easel.  
 Supplier uses measurements.

Supplier: TCI #36966966966, PO BOX 4013, Huntsville, TX 77342, (936) 437-6048  
 TxDMV Requestor: Claudia Leal  
 Board meeting nameplate: ASHLEY HEALY

PO# 23 24010861/SO# 88549  
 POCN 1--11/29/2023--Daphne Free  
 Change line 2 to a quantity of 2 so engraving would be on both sides.

**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

Authorized Signature

*Daphne Free, CTED, CTM*

11/29/2023



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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>.

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)

This procurement is governed by the terms and conditions in CPA Contract Number 665-A2.

**TxDmv Contract Monitor:**

Claudia Leal  
 (512) 374-5396  
 claudia.leal1@txdmv.gov  
 Camp Hubbard - Building 1

**Vendor Contact:**

Contractor: TCI  
 Contact Name: Customer Service  
 Email: tci@tdcj.texas.gov  
 Phone: (936) 437-6048  
 Address: PO BOX 4013 Huntsville TX 77342

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Easel, Type C, 2x8", Natural Oak Finish; TCI # 66554232091	30901	665/54	1.0000	EA	\$5.00000	\$5.00	12/14/2023
							<b>Schedule Total</b>	<b>\$5.00</b>

**ReqID:**  
0000014226

Easel, Type C, 2x8", Natural Oak Finish; TCI # 66554232091

Please assemble easel with name 2in x 8in tags  
 Name: ASHLEY HEALY

Triangle Shaped, adhesive nameplate to easel.  
 PO# 23 24010861/SO# 88549

**Item Total for Line # 1** **\$5.00**

**Authorized Signature**

*Daphne Jones, CTED, CTM*

**11/29/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Tag, Plastic, Nameplate Engraved 27 Walnut/White, 2x8 IN ALL CAPS	30901	665/54	2.0000	UNT	\$8.00000	\$16.00	12/14/2023
							<b>Schedule Total</b>	<input type="text" value="\$16.00"/>
					<b>ReqID:</b> 0000014226			
<p>Tag, Plastic, Nameplate            Engraved 27 Walnut/White            2x8 IN (unit of measure equals 32)            TCI# 66554221052-1            Please assemble easel with name tags on each side of the easel.            ALL CAPS Name: ASHLEY HEALY</p> <p>Triangle Shaped, adhesive nameplate to easel.            PO# 23 24010861/SO# 88549</p>								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$16.00"/>

**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

*Daphne Jones, CTED, CTM*

11/29/2023