



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013728

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 11/30/2023 **PO End Date:** 11/30/2027 **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: SECRETARY OF STATE
 PO BOX 13824
 AUSTIN TX 787113824
 United States

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

Ship To Attention: Elizabeth Renee Israel
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 3307307307 5 000

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Service Period:

Notary commissions are effective as of the date of qualification by the applicant. The commission expires four years from the date of issuance and may be renewed by filing an application for renewal no earlier than 90 days before the date the commission expires.

Interagency Agreement Contract Act:

TX Gov Code, Title 7, Chapter 771

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.

Payment and Delivery Instructions:

The filing fee for a new or renewal application for commission as a Texas notary public is \$11. Fees may be paid by interagency transfer voucher (ITV) or an agency/university check. Personal checks are not accepted. Agency/university checks must be payable to the secretary of state. If payment is being remitted by ITV, a copy of the ITV, including the applicants name in the USAS transaction description, must be submitted with the application. A copy of the agency's in house purchase order is not an acceptable substitute for the ITV with USAS transaction description.

The completed application and filing fee must be submitted to the State Office of Risk Management, (512) 936-2927, Bonds and Insurance Section, P. O. Box 13777, Austin, Texas 78711-3777. The State Office of Risk Management will forward verified applications, along with the filing fees, to the Office of the Secretary of State. The Office of the Secretary of State will issue a notary commission upon filing of a completed, qualified application.

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

11/30/2023



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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.

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:

Renee Israel
 renee.israel@txdmv.gov
 (512) 465-1420

Vendor Contact:

State Office of Risk Management
 notary@sorm.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Application for Notary Commission Renewal for Kristy Schultz	30501	963/24	1.0000	EA	\$11.00000	\$11.00	11/30/2023
							Schedule Total	<input type="text" value="\$11.00"/>
Contract ID: 0000013728					ReqID: 0000014299			

Contact Info:

Kristy Schultz
 kristy.schultz@txdmv.gov
 (512) 465-1388

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

Matthew Windham

11/30/2023