

| Payment Te NET30 PLEASE NC | rms: Freight Terms: FOB Destination DTE: ADDITIONAL TERM | Ship Via: VNDR IS AND CONDI | PCC: A TIONS MA | PO Date: 02/23/2024 AY BE LISTED AT | PO End Date: 02/29/2024 THE END OF THE | PO Method: DG E PURCHASE O | Dispatch: Dispatch Via Prin RDER. | Rev Dt: t |
|----------------------------------|---|-----------------------------------|-----------------------|---|--|----------------------------------|---|--------------|
| Vendor: | STAPLES DBA STAPLES BUSINE PO BOX 660409 DALLAS TX 75266-0409 United States | | θE | | Ship To: | 40 Au | P12 - Finance Admin 000 Jackson Avenue ustin TX 78731 nited States | Services |
| Vendor ID: | 1043390816 6 000 | | | | Ship To A Bill To: | 40 Au | onica C Hernandez 000 Jackson Avenue ustin TX 78731 nited States | |
| Purchaser: Phone: Fax: | Daphne Free | | | | | | | |
| | | | | | Bill To Fax | c : | | |
| Email: | daphne.free@txdmv.gov | | | | Bill To Em | ail: DI | MV_FIN-INVOICES@ | TxDMV.gov |
| BO Inform | otion | | | | | | | |

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. 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.

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

| TxDMV Contract Monitor |
|------------------------|
| Monica Hernandez |
| (512) 465-1261 |

| Authorized Signature | | | | | | | | |
|----------------------|------|-------|------|--|--|--|--|--|
| nohu | tree | CTCD. | eten | | | | | |



| 1-1 Kraft Mailing Tubes, 3" x 31102 640/30 1.0000 CTN \$49.52000 \$49.52 02/29/2024 Schedule Total | | | | | | | | | |
|--|--|---|-------------------------------|-------------|-----------|-------------------------|-------------|--------------------|---------------------|
| Contract Staples Contract Commercial LLC Contract Name: Speptr.we@staples.com Prone: (80) 542-756 Alternate Contact Name: Yorka Velasco-Caballero Alternate Phone: (210) 823-2056 Adverss: 500 Staples Drive Framingham MA 01702 Line-Sch: Line Description: 24': 24/Case. Requester: Tracee Banks Requester: Tracee Banks Line-Sch: Line Description: 2-1 Pack Mailmoom 1 ea - Skan Unit 1 ea - Mailmoom 1 ea - Skan Unit 1 ea - Mailmoom 1 ea - Skan Unit 1 ea - Skan Unit 1 ea - Skan Unit 1 ea - Skan Unit 1 ea - Skan Unit 2 Contact Name: 2 Contact Name | | | | | | | | | |
| Line-Sch: Line Description: Kraft Mailing Tubes, 3' x 24', 24/Case. PCA: 31102 Class/Item: 640/30 Quantity: 1.0000 Unit Price: CTN Extended Amt: 949.52 Due Date: 549.52 Requester: 7:4/Case. 02/29/2024 Schedule Total 02/29/2024 Requester: Tracee Banks Item Total for Line # 1 549.52 Line-Sch: Line Description: Duck HD Clear Heavy Duty 54(5); Clear, 72/Pack (393730). Supplier Part Number: 42/7834-1855753 PCA: 540/43 Class/Item: 640/43 Quantity: 2.0000 UOM: Unit Price: 577.57000 Extended Amt: 5155.14 Due Date: 02/29/2024 1 a - Mailroom 1 ea - Scan Unit PCA: 2.0000 Class/Item: 640/43 Quantity: 2.0000 UOM: Unit Price: 5155.14 Extended Amt: 02/29/2024 Due Date: 02/29/2024 1 a - Scan Unit Schedule Total \$155.14 02/29/2024 1 a - Scan Unit Schedule Total \$155.14 Line-Sch: Line Description: 49332/1855753 PCA: 51.90 Class/Item: 620/60 Quantity: 1.0000 UOM: Unit Price: 51.90 Extended Amt: 51.90 Due Date: 51.90 2/29/2024 Schedule Total< | Contractor: S Contact Nam Email: Yorka Phone: (800) Alternate Co Alternate Em Alternate Ph | Staples Contract Commercial I te: support_we@staples.com .Velasco-Caballero@staples.c 540-2765 ntact Name: Yorka Velasco-Ca ail: Yorka.Velasco-Caballero@ one: (210) 823-2056 | om aballero 9staples.co | m | | | | | |
| 1-1 Kraft Mailing Tubes, 3" x 31102 640/30 1.0000 CTN \$49.52000 \$49.52 24*, 24/Case. 02/29/2024 Requester: Tracee Banks Item Total for Line # 1 \$49.52 Line-Sech: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: Extended Amt: Due Date: 2.1 Duck HD Clear Heavy Duty Packing Tape, 1.88" x 54.6 yds., Clear, 24/Pack (39370), Suppler Part Number: 427834 - 1855753 PCA: Class/Item: Quantity: UOM: Unit Price: Extended Amt: Due Date: 102/29/2024 QUANTING Tape, 1.88" x 54.0 OUX Variantizatour Part #: QUANTING Tape, 1.88" x 54.0 Variantizatour Part #: QUANTING Tape, 1.88" x 54.0 <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> | | | | | | | | | |
| Requester: Tracee Banks Item Total for Line # 1 \$49.52 Requester: Tracee Banks Item Total for Line # 1 \$49.52 Line-Sch: Line Description: PCA: Class/Item: Quantity: VOM: Unit Price: Extended Amt: Due Date: 2-1 Duck HD Clear Heavy Duty PCA: Class/Item: Quantity: VOM: Unit Price: Extended Amt: Due Date: 2-1 Packing Tape, 1.88" x 54.6 640/43 2.0000 CTN \$77.57000 \$155.14 02/29/2024 9393703. <supplier part<="" td=""> Number: 427834 / Number: 427834 / 02/29/2024 \$155.14 02/29/2024 427834-1855753 Schedule Total \$155.14 02/29/2024 \$155.14 1 8a - Mailroom 1 Schedule Total \$155.14 02/29/2024 1 8a - Mailroom 1 \$100 Doug Unit Price: Extended Amt: Due Date: 3-1 Line-Description: \$1104 620/60 1.0000 DOZ \$1.90 02/29/2024 499392-1865753 Soft Lead, Dozan, Supplier \$1.00 \$1.90 02/29/2024 \$1.90</supplier> | Line-Sch: 1-1 | Kraft Mailing Tubes, 3" x | | | | | | | |
| Requester: Tracee Banks Item Total for Line # 1 | | _ , _ , _ , _ , _ , _ , _ , _ , _ , _ , | | | | BealD | | Schedule Total | |
| Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: Extended Am: Due Date: 2-1 Duck HD Clear Heavy Duty Packing Tape, 1.88'x 54.6 (393730). Supplier Part Number: 427834 / Manufacturer Part #: 427834-1855753 Since 2.0000 CTN \$77.57000 \$155.14 02/29/2024 1 ea - Mailroom 1 ea - Scan Unit Schedule Total \$155.14 02/29/2024 1 ea - Mailroom 1 ea - Scan Unit PCA: Class/Item: Quantity: UOM: Unit Price: Extended Am: Due Date: 31 Wooden Pencil, 2mm, 2 Soft Lead, Dozen. Supplier Part Number: 499392 / Manufacturer Part #: YOA: Class/Item: Quantity: UOM: Unit Price: Extended Am: Due Date: 31104 620/60 1.0000 DOZ \$1.90000 \$1.90 02/29/2024 Manufacturer Part #: 499392 / Manufacturer Part #: 620/60 1.0000 DOZ \$1.90000 \$1.90 Requester: Schedule Total \$1.90 \$1.90 \$1.90 \$1.90 | | | | | | | | | |
| Line-Sch: Line Description: 2-1 Duck HD Clear Heavy Duty Packing Tape, 1.88" x 54.6 yds., Clear, 24/Pack (393730). Supplier Part Number: 427834 / Manufacturer Part #: 427834-1855753 PCA: 1 ea - Mailroom 1 ea - Scan Unit Line-Sch: Line Description: 3-1 Wooden Pencil, Zmn, 2 Soft Ead, Dozen. Supplier Part Number: 493932 / Manufacturer Part #: 493932-1855753 PCA: Requester: Scan Unit Requester: Scan Unit | Requester: | Tracee Banks | | | | | ltem . | Total for Line # 1 | \$49.52 |
| 2-1 Duck HD Clear Heavy Duty 31102 640/43 2.000 CTN \$77.57000 \$155.14 02/29/2024 Packing Tape, 1.88" x 54.6 yds., Clear, 24/Pack (393730). Supplier Part Number: 427834-1855753 Schedule Total \$155.14 1 ea - Mailroom 1 ea - Scan Unit Price: \$155.14 Line-Sch: Line Description: \$1104 628 Line-Sch: Line Description: \$1104 628 Schedule Total for Line # 2 \$155.14 Wooden Pencil, 2mm, 2 Soft Lead, Dozen. Supplier Part Number: 499392 / Manufacture Part #: 499392-1855753 Schedule Total \$1.90 Requester: Scan Unit | | | | | | | nem | | ψ 1 0.02 |
| Number: 427834 / Manufacturer Part #: 427834-1855753 Schedule Total \$155.14 RegID: 0000014628 1 ea - Mailroom 1 ea - Scan Unit Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: Extended Amt: Due Date: 3.1 Wooden Pencil, 2mn, 2 Soft Lead, Dozen. Supplier Part Number: 499392 / Manufacturer Part #: 499392-1855753 Schedule Total \$1.90 02/29/2024 Reguester: Scan Unit | Line-Sch: 2-1 | Duck HD Clear Heavy Duty Packing Tape, 1.88" x 54.6 yds., Clear, 24/Pack | | | | | | | |
| 1 ea - Mailroom 1 ea - Scan Unit Item Total for Line # 2 \$155.14 Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: Extended Amt: Due Date: 3-1 Wooden Pencil, 2mm, 2 Soft Lead, Dozen. Supplier Part Number: 499392 / Manufacturer Part #: 499392-1855753 31104 620/60 1.0000 DOZ \$1.90000 \$1.90 02/29/2024 Requester: Scan Unit | | Number: 427834 / Manufacturer Part #: | | | | | | ••••• | |
| 1 ea - Scan Unit Item Total for Line # 2 \$155.14 Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: Extended Amt: Due Date: 3-1 Wooden Pencil, 2mm, 2 Soft Lead, Dozen. Supplier 31104 620/60 1.0000 DOZ \$1.90000 \$1.90 02/29/2024 Manufacturer Part #: 499392-1855753 Schedule Total \$1.90 \$1.90 Requester: Scan Unit Kequester: Scan Unit Scan Unit Scan Unit Scan Unit | | | | | | ReqID: | | | |
| Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: Extended Amt: Due Date: 3-1 Wooden Pencil, 2mm, 2 Soft Lead, Dozen. Supplier Part Number: 499392 / Manufacturer Part #: 499392-1855753 31104 620/60 1.0000 DOZ \$1.90000 \$1.90 02/29/2024 Requester: Scan Unit | | | | | | | | | |
| 3-1 Wooden Pencil, 2mm, 2 31104 620/60 1.0000 DOZ \$1.90000 \$1.90 Soft Lead, Dozen. Supplier 02/29/2024 02/29/2024 Part Number: 499392 / Manufacturer Part #: 499392-1855753 02/29/2024 ReqID: 00000014628 | | | | | | | Item | Total for Line # 2 | \$155.14 |
| Soft Lead, Dozen. Supplier Part Number: 499392 / Manufacturer Part #: 499392-1855753 Schedule Total \$1.90 ReqID: 0000014628 | Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| Manufacturer Part #: 499392-1855753 Schedule Total \$1.90 RegID: 0000014628 Requester: Scan Unit | 3-1 | Soft Lead, Dozen. Supplier | 31104 | 620/60 | 1.0000 | DOZ | \$1.90000 | \$1.90 | 02/29/2024 |
| Requester: Scan Unit | | Manufacturer Part #: | | | | | | | |
| | | | | | | <u>ReqID:</u> 000001 | 4628 | Schedule Total | \$1.90 |
| | Requester: | Scan Unit | | | | | ltom ' | Total for Line # 3 | \$1.00 |
| | | | | | | | nem | | ψ1.30 |



Texas Department of Motor Vehicles Texas SmartBuy PO # 24087985 Business Unit # 60800 Purchase Order # 0000014039

| Line-Sch: 4-1 | Line Description: Memo Pads, 3" x 5", | PCA: 30901 | Class/Item: 785/73 | Quantity: 12.0000 | UOM: EA | Unit Price: \$2.50000 | Extended Amt: \$30.00 | Due Date: |
|------------------|--|-------------------|-----------------------|-------------------|-------------------------|--------------------------|--------------------------|-----------------------|
| | Narrow Ruled, 50 Sheets, Assorted Colors. Supplier Part Number: 801100 / Manufacturer Part #: 801100-1855753 | | | | <u>ReqID:</u> 000001 | | Schedule Total | 02/29/2024 \$30.00 |
| Ken and Ja | vier | | | | | Item T | otal for Line # 4 | \$30.00 |
| | | | | | | т | otal PO Amount | \$236.56 |
| | ts, Shipping papers, invoices a prized by Purchaser prior to Sl | | ondence must b | e identified w | ith our Purcha | se Order Numbe | er. Over shipments will | not be accepted |
| Texas Depa | Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors | | | | | | | |