

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>									
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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									
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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 #:							
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	Requester:	Scan Unit					ltom '	Total for Line # 3	\$1.00
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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							