



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000015019

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 09/11/2024 **PO End Date:** 11/03/2028 **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

Vendor ID: 3307307307 5 000

Purchaser: Richard Emmanuel Oballo
Phone: 512/465-4199
Fax: 512/465-5641

Ship To Attention: Jennifer L Whittaker

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: richard.oballo@txdmv.gov

Bill To Fax:

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

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:

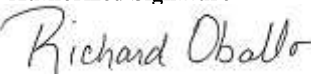
Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic 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.

The process for new or renewal of state employees notary commission without bond is outlined below. If you are currently commissioned as a notary public and are seeking to renew your commission, please wait until you are within 90 days of the expiration date of your current commission before submitting a renewal application.

Payments must be made payable to the Secretary of State. The Secretary of States Office only accepts three payment methods. Payment/Proof of Employment can either be: A copy of an interagency transaction voucher (ITV) verifying the pre-payment, transfer of the \$11 filing fee (RTI#300300, COBJ-7210, and TINS#33073073075000) from your agency to the Secretary of State with the employees/applicants name in the USAS transaction description; or a State Agency/University check for \$11, payable to the Secretary of State; or a State Warrant for \$11, payable to Secretary of State.

Provide the completed acknowledgment form, application, proof of employment (the ITV payment), and a copy of an interagency transaction voucher (ITV) verifying the pre-payment, transfer of the \$11 filing fee (RTI#300300, COBJ-7210, and TINS#33073073075000) from your agency to the Secretary of State with the employees/applicants name in the USAS transaction description; to notary@sorm.texas.gov. Once the application has been received by the State Office of Risk Management, please allow a minimum of 5 business days for our Bonds and Insurance section to process your application. If SORM has received all of the necessary documentation, we will forward your application to the Secretary of States office for their commission issuance. Please note that Secretary of State may take several weeks to process.

Authorized Signature

 09/12/2024



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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.

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

TxDMV Contract Monitor:
 Jennifer Whittaker
 Jennifer.Whittaker@txdmv.gov
 512-465-1386

Vendor Contact:
 State Office of Risk Management
 notary@sorm.texas.gov
 512-936-2927

Managing Legal Assistant Tameka McDade's current notary commission with the Secretary of State of Texas is about to expire on 11/3/24. Legal Assistant Deaven Bean is requesting to become a notary so he can support the agency staff when he is in the office a few times a week. Please see the attached documents and files for additional information.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Texas Notary Commission Renewal - Tameka McDade	30901	963/43	1.0000	EA	\$11.00000	\$11.00	09/11/2024
							Schedule Total	\$11.00

Contract ID:
0000015666

ReqID:
0000015666

TAMEKA MCDADE - 126667990
 4 Year Period of Service - 11/03/2024-11/03/2028

She currently has a Notary Commission under her maiden name of Tameka Harris, so this will involve a name change with the Secretary of State.

Her revised name on the commission and stamp should read:
 TAMEKA MCDADE

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.

Authorized Signature

Richard Oballo

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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

Richard Oballo

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