



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 25006991
 Business Unit # 60800
 Purchase Order # 0000015061

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **PO Date:** 09/18/2024 **PO End Date:** **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: STAPLES
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

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

Ship To Attention: Claudia J Mojica Leal

Vendor ID: 1043390816 6 000

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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

Bill To Fax:

Email: richard.oballo@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

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.

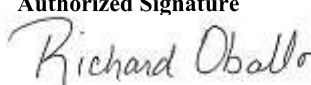
Quantity(ies):

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.

Authorized Signature

 09/18/2024



TERM CONTRACT ID: 615-C1

TxDMV Contract Monitor:

Claudia Leal
 Claudia.Leal1@txdmv.gov
 512-374-5396

Vendor Contact:

Contractor: Staples Contract Commercial LLC
 Contact Name: support_we@staples.com
 Email: Yorka.Velasco-Caballero@staples.com
 Phone: (800) 540-2765

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Post-it Paper Super Sticky Notes, 3 in x 3 in Supernova Neons Collection, Pack Of 24 Pads #2095545	30901	615/00	2.0000	PKG	\$13.02000	\$26.04	09/18/2024

Schedule Total

ReqID:
0000015753

Post it Notes Super Sticky Notes, 3" x 3", Supernova Neons Collection, Pack Of 24 Pads
 Item #336977

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Avery Customizable Hanging Style Laser/Inkjet Name Badge Kit, 3" x 4", Clear Holders with White Inserts. Avery #461147	30901	600/00	1.0000	BOX	\$55.15000	\$55.15	09/18/2024

Schedule Total

ReqID:
0000015753

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Avery Index, Print-On, 5T, 25 Set, White, Avery 11517, Supplier 47100; Com Code 61539	30901	620/80	1.0000	DOZ	\$56.05000	\$56.05	09/18/2024

Schedule Total

ReqID:
0000015753

Item Total for Line # 3

Authorized Signature

Richard Oballo

09/18/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Sharpie Stick Highlighter, Chisel Tip, Assorted, 24/Pack (1761791)	30901	615/60	3.0000	PAK	\$16.75000	\$50.25	09/18/2024
							Schedule Total	\$50.25
							ReqID: 0000015753	
							Item Total for Line # 4	\$50.25
5-1	BIC Brite Liner Highlighters Pocket Style, Chisel Tip, Assorted, Box Of 24 BL241AST	30901	615/60	2.0000	BOX	\$7.85000	\$15.70	09/18/2024
							Schedule Total	\$15.70
							ReqID: 0000015753	
							Item Total for Line # 5	\$15.70
6-1	EXPO Low-Odor Dry- Erase Markers, Chisel Point, Assorted Colors, Pack Of 36 #1921061	30901	620/90	2.0000	PKG	\$33.01000	\$66.02	09/18/2024
							Schedule Total	\$66.02
							ReqID: 0000015753	
							Item Total for Line # 6	\$66.02
7-1	Self Stick Note Pad, 4" X 6", Neon, Lined,90 Sheets/Pad, 3 Pads/Pk, Lined, Assorted colors #2095552	30901	615/62	12.0000	BOX	\$4.73000	\$56.76	09/18/2024
							Schedule Total	\$56.76
							ReqID: 0000015753	
							Item Total for Line # 7	\$56.76

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Sharpie Extreme Permanent Markers, Fine Tip, Black, 12/Pack (1927432)	30901	620/90	2.0000	DOZ	\$15.65000	\$31.30	09/18/2024
							Schedule Total	<input type="text" value="\$31.30"/>
					ReqID:			
					0000015753			
							Item Total for Line # 8	<input type="text" value="\$31.30"/>
9-1	Avery Ready Index Table Of Contents Dividers, Multicolor Tabs, 1-8, Letter, Avery 11841, Supply part #115178	30901	615/39	30.0000	EA	\$2.76000	\$82.80	09/18/2024
							Schedule Total	<input type="text" value="\$82.80"/>
					ReqID:			
					0000015753			
							Item Total for Line # 9	<input type="text" value="\$82.80"/>
10-1	Stride 1 1/2" 3-Ring View Binders, White (8712-00) 1148477	30901	615/09	24.0000	EA	\$4.89000	\$117.36	09/18/2024
							Schedule Total	<input type="text" value="\$117.36"/>
					ReqID:			
					0000015753			
							Item Total for Line # 10	<input type="text" value="\$117.36"/>
11-1	Duracell Coppertop AA Alkaline Batteries, Box Of 36. #MN15P36	30901	450/06	1.0000	BOX	\$34.78000	\$34.78	09/18/2024
							Schedule Total	<input type="text" value="\$34.78"/>
					ReqID:			
					0000015753			
							Item Total for Line # 11	<input type="text" value="\$34.78"/>

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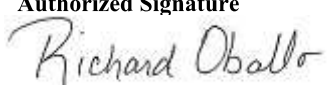
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Duracell Coppertop AAA Alkaline Batteries, Box Of 36 #MN24P36	30901	450/06	1.0000	BOX	\$34.78000	\$34.78	09/18/2024
							Schedule Total	<input type="text" value="\$34.78"/>
					ReqID: 0000015753			
							Item Total for Line # 12	<input type="text" value="\$34.78"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
13-1	uni Jetstream RT Ballpoint Pens, Fine Point, 0.7mm, Blue Ink, Dozen (62153)	30901	620/80	3.0000	DOZ	\$18.88000	\$56.64	09/18/2024
							Schedule Total	<input type="text" value="\$56.64"/>
					ReqID: 0000015753			
							Item Total for Line # 13	<input type="text" value="\$56.64"/>

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

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