

Payment Tel NET30 PLEASE NO	rms: Freight Terms: FOB Destination TE: ADDITIONAL TERM	Ship Via: VNDR IS AND COND	PCC: 0 ITIONS M	PO Date: 06/05/2025 AY BE LISTED A	PO End Date: 07/18/2025 T THE END OF THE	PO Method: DG PURCHASE OR	Dispatch: Dispatch Via P DER.	Rev Dt: rint
Vendor:	WORKQUEST 1011 E 53rd St AUSTIN TX 78751 United States				Ship To:	400 Aus	0 - TxDMV Ware 0 Jackson Avenu tin TX 78731 ed States	
					Ship To At	tention: Cas	sandra Flint	
Vendor ID:	<b>ID</b> : 1741976051 1 200			Bill To:		4000 Jackson Avenue Austin TX 78731		
Purchaser: Phone: Fax:	Matthew Terrell Windham 512/465-5808 512/465-5641					Unit	ed States	
Γαλ.	512/405-5041				Bill To Fax	:		
Email:	Matthew.Windham@txdr	nv.gov			Bill To Ema	ail: DM'	/_FIN-INVOICES	@TxDMV.gov

# **PO Information:**

This procurement is governed by the terms and conditions in CPA Contract Number(s) 615-S1 and 080-S1.

WorkQuest:

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

## 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. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: http://www.txdmv.gov/contractors-vendors. For the avoidance of doubt, unless

Authorized Signature						
Matthew	Windham					



# Texas Department of Motor Vehicles Texas SmartBuy PO # 25177726 Business Unit # 60800 Purchase Order # 0000016089

	ated otherwise in this Purchase Purchase Order documents, all							y between or
Cassandra F	int@txdmv.gov							
	Customer Service rvice@workquest.com							
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2026 Appointment Planner, Monthly, 8-7/8" x 11-1/4"	28042	615/72	1.0000	EA	\$15.76000	\$15.76	06/27/2025
					De elDi		Schedule Total	\$15.76
					<u>ReqID:</u> 0000016			
Commodity	Code: 61515074505					ltem	Total for Line # 1	\$15.76
Line-Sch: 2-1	Line Description: Lanyard, Neck, 36" Royal	<b>PCA:</b> 30301	Class/Item: 080/44	Quantity: 400.0000	UOM: EA	Unit Price: \$2.43000	Extended Amt: \$972.00	Due Date:
	Blue, Imprinted "State of Texas" w/ Bulldog Clip							06/27/2025
	Fastener						Schedule Total	\$972.00
	<u>ReqID:</u> 0000016816							
	Code: 8044402042 ption Code: 08044401						_	
						Item <sup>-</sup>	Total for Line # 2	\$972.00
						,	Total PO Amount	\$987.76
	ts, Shipping papers, invoices a prized by Purchaser prior to Sh		ondence must b	e identified wi	ith our Purcha	ise Order Numb	er. Over shipments will	l not be accepted

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

**Authorized Signature** h Hallew Mudbann