



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016487

Page: 1 of 2

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/18/2025 **PO End Date:** 08/31/2026 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: UNITED STATES POSTAL SERVICES
GENERAL MAIL FACILITY
ATTN: FINANCE WINDOW
8225 CROSS PARK DR TX 78710-0001
United States

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

Ship To Attention: Sandrine Simone Delou

Vendor ID: 1410760000 0 425

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

This purchase order adds FY26 funds to pay postage account #95593000. This purchase order replaces PO #0000014806 on its expiration after 08/31/2025.

Postage:

General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

To request a warrant, Divisions will process a receipt in CAPPS against the appropriate purchase order for the amount of the warrant. The Division will then email the following information to DMV_FIN-INVOICES@TxDMV.gov :

- CAPPS PO number and Receipt Number
- Applicable postage meter and/or permit account balance report
- Payment deadline
- If a warrant is required, specify whom to contact to pick up warrant

NOTE: Divisions should monitor postage accounts to ensure that excessive funds are not deposited or held in outside postage accounts. Standard funding should provide for no more than three (3) months of funding being held in an outside account.

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).

Authorized Signature

Matthew Windham

08/18/2025



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016487

Page: 2 of 2

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 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.

TxDMV Contract Monitor:

Sandrine Delou
sandrine.delou@txdmv.gov
512-465-1452

Vendor Contact:

USPS Customer Service
MSSC@usps.gov
(800) 275-8777

Line-Sch: 1-1	Line Description: Tarrytown Post Office Postage Due Account #95593000	PCA: 30101	Class/Item: 963/57	Quantity: 4.0000	UOM: QTR	Unit Price: \$3,000.00000	Extended Amt: \$12,000.00	Due Date: 08/31/2025
							Schedule Total	\$12,000.00
Contract ID: 0000016487					ReqID: 0000017147			
Term: 09/01/2025 - 08/31/2026								
FY26 funding to pay for USPS postage due account #95593000 used to pay for the return of Specialty Plates to TxDMV when they are undeliverable.								
							Item Total for Line # 1	\$12,000.00

Total PO Amount **\$12,000.00**

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

Matthew Windham

08/18/2025