



# Texas Department of Motor Vehicles

Texas SmartBuy PO # 26025473

Business Unit # 60800

Purchase Order # 0000016940

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**Payment Terms:** Freight Terms: **Ship Via:** **PCC:** **PO Date:** **PO End Date:** **PO Method:** **Dispatch:** **Rev Dt:**  
NET30 FOB Destination VNDR A 11/09/2025 11/21/2025 DG Dispatch Via Print

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

<b>Vendor:</b>	STAPLES DBA STAPLES BUSINESS ADVANTAGE PO BOX 660409 DALLAS TX 75266-0409 <b>United States</b>	<b>Ship To:</b>	1P16 - Houston North RSC 2110 E. Governors Circle Houston TX 77092 United States
<b>Vendor ID:</b>	1043390816 6 000	<b>Ship To Attention:</b>	Amanda Christina Carrera
<b>Purchaser:</b>	Miguel G Alvarez	<b>Bill To:</b>	4000 Jackson Avenue Austin TX 78731 United States
<b>Phone:</b>	512/465-1226	<b>Bill To Fax:</b>	
<b>Fax:</b>	512/465-5641	<b>Bill To Email:</b>	DMV_FIN-INVOICES@TxDMV.gov
<b>Email:</b>	miguel.alvarez@txdmv.gov		

## PO Information:

CPA/DIR Contract Purchase

This procurement is governed by the terms and conditions in CPA Contract Number 615-C1.

### 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.

TxDMV Contract Monitor:  
Amanda Carrera

Authorized Signature

11/09/2025



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amanda.roncancio@txdmv.gov

(713) 316-6115

### Vendor Contact:

Contractor: Staples Contract Commercial LLC

Contact Name:

Lamar R. Garcia

Email: lamar.garcia@staples.com

Phone: (956) 357-6075

Line-Sch: 1-1	Line Description: 134569 Fellowes 9549901 Photo Gel Wrist Rest With Microban, 7 7/8 X 9 1/4 X 7/8, Black/White SP # 134569	PCA: 30101	Class/Item: 207/00	Quantity: 7.0000	UOM: EA	Unit Price: \$17.02000	Extended Amt: \$119.14	Due Date: 11/12/2025
							Schedule Total	\$119.14
							ReqID: 0000017814	
							Item Total for Line # 1	\$119.14
Line-Sch: 2-1	Line Description: 24339938 Staples Gel Non-Skid Mouse Pad With Wrist Rest, Black Crystal SP # 24339938	PCA: 30101	Class/Item: 207/00	Quantity: 7.0000	UOM: EA	Unit Price: \$13.84000	Extended Amt: \$96.88	Due Date: 11/12/2025
							Schedule Total	\$96.88
							ReqID: 0000017814	
							Item Total for Line # 2	\$96.88
Line-Sch: 3-1	Line Description: 683906 3M Precise Bitmap Mouse Pad With Adhesive Back, Non-Skid, Gray (Mp200Ps) SP # 683906	PCA: 30101	Class/Item: 207/00	Quantity: 7.0000	UOM: EA	Unit Price: \$12.83000	Extended Amt: \$89.81	Due Date: 11/12/2025
							Schedule Total	\$89.81
							ReqID: 0000017814	
							Item Total for Line # 3	\$89.81
							Total PO Amount	\$305.83

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**

Authorized Signature  
*Miguel M. Alvarez*

11/09/2025



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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

A handwritten signature in black ink, which appears to read 'Miguel M. Alvaray'.

11/09/2025