



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 26105201  
Business Unit # 60800  
Purchase Order # 0000017151

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**Payment Terms:** NET30 **Freight Terms:** PREPAY AND ADD VNDR **Ship Via:** 0 **PCC:** 0 **PO Date:** 12/19/2025 **PO End Date:** 01/31/2026 **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:** WORKQUEST  
1011 E 53rd St  
AUSTIN TX 78751  
United States

**Ship To:** See Detail Below

**Ship To Attention:** Sandrine Simone Delou

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1741976051 1 200

**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.

Deliveries to the Wynne Unit must be made Monday through Friday between the hours of 7:00 am and 10:30 am. Deliveries will be made to a maximum-security prison. Vendors/ Shippers must present a packing slip that will identify the contents of all incoming shipments. The following items will not be allowed on the unit during the delivery process: Phones, tobacco, extra clothing, any type of weapon (knives, firearms etc). The driver will be able to turn these items over to the correctional officer staff while he/ she performs the delivery. They will be returned upon departure from the facility. Also, there are lockers available at the local truck stops where items could be stored while the delivery is made.

Authorized Signature

Richard Oballo

12/19/2025



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Deliveries MUST be scheduled 48 hours in advance by contacting Jennifer Robbins at (512) 465-1278 or at Jennifer.Robbins@txdmv.gov. Alternate contact is Sandrine Delou at (512) 465-1452 or sandrine.Delou@txdmv.gov

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

CONTRACT ID: 201-S1, 615-S1, 645-S1, 735-S1, 832-S1

TxDMV Contract Monitor:  
Sandrine Delou  
sandrine.delou@txdmv.gov  
512-465-1452.

Vendor Contact:  
Contact Name: WorkQuest Customer Service  
Email: customerservice@workquest.com  
Phone: (512) 451-8145

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Calendar, Weekly Planner, Black, 5 In X 8 In, Smartbuy #61519700278	30101	615/69	1.0000	EA	\$13.72000	\$13.72	12/19/2025

Ship To: 1P23

Delivery Instructions:

4000 Jackson  
Avenue  
Austin TX 78731  
United States

Schedule Total

ReqID:  
0000017974

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Calendar, Wall, 1 Year Planner, Block 1 In X 1.5 In, Smartbuy #61519703506	30101	615/69	1.0000	EA	\$14.96000	\$14.96	12/19/2025

Ship To: 1P23

Delivery Instructions:

4000 Jackson  
Avenue  
Austin TX 78731  
United States

Schedule Total

ReqID:  
0000017974

Item Total for Line # 2

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Appointment Book, Daily, 6 X 8 1/4, Smartbuy # 61515074501	30101	615/69	1.0000	EA	\$16.90000	\$16.90	12/19/2025
<b>Ship To:</b> 1P23		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
							<b>Schedule Total</b>	\$16.90
							<b>RegID:</b> 0000017974	
							<b>Item Total for Line # 3</b>	\$16.90
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Packaging Tape 6 Pack. Smartbuy #83255190002	30101	832/69	50.0000	EA	\$12.31000	\$615.50	12/19/2025
<b>Ship To:</b> 1P05		<b>Delivery Instructions:</b>						
Wynne Unit - Tag Plant 810 FM 2821 Huntsville TX 77349 United States								
							<b>Schedule Total</b>	\$615.50
							<b>RegID:</b> 0000017974	
							<b>Item Total for Line # 4</b>	\$615.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Towels, Shop, Industrial, 55 Sheets per roll, 11" x 10.4" Sheets, Blue, 30 rolls per case. Smartbuy # 73560825130	30101	735/60	1.0000	CS	\$81.21000	\$81.21	12/19/2025
<b>Ship To:</b> 1P05		<b>Delivery Instructions:</b>						
Wynne Unit - Tag Plant 810 FM 2821 Huntsville TX 77349 United States								
							<b>Schedule Total</b>	\$81.21
							<b>RegID:</b> 0000017974	
							<b>Item Total for Line # 5</b>	\$81.21

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Calendar, Desk Pad, 22 X 17. Smartbuy # 61519130779	30101	615/69	2.0000	EA	\$8.49000	\$16.98	12/19/2025
<b>Ship To:</b> 1P23		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
<b>RegID:</b> 0000017974							<b>Schedule Total</b>	\$16.98
							<b>Item Total for Line # 6</b>	\$16.98

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Pen, Retractable, Gel Ink, Rubber Grip, .7Mm Medium Point, Zebra Sarasa. Smartbuy #62080231100	30101	620/80	1.0000	DOZ	\$10.50000	\$10.50	12/19/2025
<b>Ship To:</b> 1P23		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
<b>RegID:</b> 0000017974							<b>Schedule Total</b>	\$10.50
							<b>Item Total for Line # 7</b>	\$10.50

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Protection, PVC Palm Material, Touch Screen. Smartbuy #20142211001	30101	201/42	2.0000	PR	\$9.21000	\$18.42	12/19/2025
<b>Ship To:</b> 1P23		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
<b>RegID:</b> 0000017974							<b>Schedule Total</b>	\$18.42
							<b>Item Total for Line # 8</b>	\$18.42

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Paper, Bond, Wht, Prem #4, 20 lb, Ltr, Qty Price Breaks, Hwy Dist. 13, 14, 15, 16, 21, 22 (Zn-1). Smartbuy #64521350104-5	30101	645/69	4.0000	CTN	\$64.07000	\$256.28	12/19/2025
<b>Ship To:</b> 1P05		<b>Delivery Instructions:</b>						
Wynne Unit - Tag Plant 810 FM 2821 Huntsville TX 77349 United States								
							<b>Schedule Total</b>	\$256.28
							<b>Item Total for Line # 9</b>	\$256.28

**Total PO Amount** \$1,044.47

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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12/19/2025