



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000001683
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US Mail** PCC: **0** Date: **09/28/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **06/27/16**

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

Vendor: UNITED STATES POSTAL SERVICES
U S POSTAL SERVICE
AUSTIN TX 787110000
United States

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

Vendor ID: 1410760000 0

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@TxDMV.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

To request postage, Divisions will process a receipt in CAPPS against the appropriate purchase order for the amount needed.

The Division will then e-mail the following information to: Zz - Resource - DMV_FIN-INVOICES 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 whom to contact to pick up warrant.

Divisions will then follow standard procedures to replenish postage accounts.

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 3 months of funding being held in an outside account.

Postage - General Appropriations Act

TX Gov Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

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.

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).

VTR requests postage in the given amounts to provide customer service, fulfill statutory requirements and meet business requirements.

POCN# 1 PAR 6-27-2016

Decrease of PO by 1 quarter on line# 1, which is \$1,803,250.00.

Authorized Signature

Paula Ramsey, CTM, CTM

06/27/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Permit 2233 postage from 9-29-2015 through 8-31-2016.	963/57	3.0000	QTR	\$1,803,250.00	\$5,409,750.00	09/30/2015
						Schedule Total	\$5,409,750.00
						ReqID: 0000001749	
						Item Total for Line # 1	\$5,409,750.00
2- 1	Special plate returns postage from 9-29-2015 through 8-31-2016.	963/57	4.0000	QTR	\$2,000.00	\$8,000.00	09/30/2015
						Schedule Total	\$8,000.00
						ReqID: 0000001749	
						Item Total for Line # 2	\$8,000.00
3- 1	Returned registration renewal postage from 9-29-2015 through 8-31-2016	963/57	4.0000	QTR	\$100.00	\$400.00	09/30/2015
						Schedule Total	\$400.00
						ReqID: 0000001749	
						Item Total for Line # 3	\$400.00

Total PO Amount \$5,418,150.00

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

Paula Ramsey, CTM, CTPM

06/27/2016