PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.								
Ship To:	1P00 4000 Jackson Avenue Austin TX 78731 United States							
Bill To: Fax:	4000 Jackson Avenue Austin TX 78731 United States							
Email:	DMV_FIN-INVOICES@TxDMV.gov							
]	Fax:							

## **PO Information:**

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.

Attn Stacy Steenken

ue Date	ded Amt	Extended A	Unit Price	UOM	Quantity	Class/Item	Line Description	Line-Sch
/29/2015		4.58	4.58000	PKG	1.0000	615/62	Notes, Self-stick, 1.5" x 2", Yellow, 100 sheets/pad, 12 pads/Pk, Skilcraft - 61562381501	1-1
4.58	Total	Schedule Total						
			<u>ID:</u> 0001896	<u>Req</u> 0000				
4.58	ne # 1	n Total for Line # 1	Iter					
	ne # 1	n Total for Line # 1	0001896					

**Authorized Signature** 

Hilia A. Vander Wal, CTPM, CTCM

10/15/2015

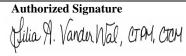


<b>Total PO Amount</b>	4.58

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

## **Terms and Conditions:**

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



<u>10/15/2015</u>