



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002487**  
**Purchase Order Change Notice (# 1)**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **04/20/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **04/25/16**

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

**Vendor:** TOSHIBA BUSINESS SOLUTIONS-TX  
10231 KOTZEBUE ST  
San Antonio TX 78217-4430  
**United States**

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

**Vendor ID:** 1743084927 7

**Purchaser:** Rhonda Lee Gips  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Rhonda.Gips@txdmv.gov

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

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**NON-COMPLIANT PROCUREMENT**

**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.

POCN 1 - 4/25/16

Issued POCN to make two lines; one for Feb. invoice and one for Mar. invoice. rg

**Authorized Signature**

*Rhonda Gips, CFM*

**04/25/2016**

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Color Overages for Feb. Invoice: 12633267 - \$192.79	985/58	4515.0000	EA	\$0.04	\$192.79	04/22/2016
						Schedule Total	\$192.79
<p>Reason for Non-Compliant Procurement: Although the Motor Vehicle Division had allotted funds for contract overages on the PO, the volume of copies made exceeded this amount for February and March, 2016.</p> <p>The large mail-outs occurred before the POCN could be created to adjust for the overages.</p>							
						Item Total for Line # 1	\$192.79
2- 1	Color Overages for Mar. Invoice: 12687220	985/58	1169.0000	EA	\$0.04	\$49.92	04/25/2016
						Schedule Total	\$49.92
						Item Total for Line # 2	\$49.92
						Total PO Amount	\$242.71

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**

Rhonda Gips, CTPM

04/25/2016