



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002648**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **A** Date: **06/01/16** PO Method: **AT** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** OFFICEMAX  
PO BOX 101705  
Atlanta GA 30392-1705  
United States

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

**Vendor ID:** 1341573735 5

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

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

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

**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.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Business Card Magnet - Blk 100/pack 3-1/2" SP H4OM03968	615/60	10.0000	PKG	\$7.25	\$72.50	06/02/2016
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**Schedule Total** \$72.50

ReqID:  
0000002976

TxSmartBuy item  
Business Card Magnets - Black 100/Pack, 3-1/2 in  
SPN H4OM03968

**Item Total for Line # 1** \$72.50

**Authorized Signature**

*Rhonda Gips, CFM*

**06/01/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
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**Total PO Amount** \$72.50

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, CTM*

**06/01/2016**



# Purchase Order

PO No. 16105923

Order Date: 06/01/2016

Internal Tracking No.: 0000002648

**Contractor Info**

Officemax Incorporated  
18201009604  
263 Shuman Blvd  
Naperville, IL 60563

(877) 226-6189

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
4000 JACKSON AVENUE  
AUSTIN TX 78731

**NOTE TO CONTRACTOR:** Mari Aaron - 512-465-1443

**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:**

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

*Dee Dorsey*

**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS - CTPM**

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	8555.000000 RHOGIP	<a href="mailto:rhonda.gips@txdmv.gov">rhonda.gips@txdmv.gov</a>	(512) 465-4199

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	96607	H4OM03968	<b>OfficeMax - Business Card Magnets - Black, 100/Pack, 3-1/2" x 2"</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 6/2/2016 MPN: OM03968 Manufacturer Name: 0900 OMAX POWERMAX	10	PKG	\$7.25	\$72.50

**Total \$72.50**