



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002788
Purchase Order Change Notice (# 1)

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **07/12/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **07/14/16**

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

Vendor: PS PROMOTIONS INC
608 RIDGE VIEW CV
GEORGETOWN TX 786286885
United States

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

Vendor ID: 1800133145 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.

TxDMV Contact: Bonnie Foster - 512-465-5621 or Bonnie.Foster@TxDMV.gov

Vendor Contact: Paige Sheesley - 512-868-2236 x 201 or Paige@texaspromo.com

POCN 1 - 7/14/16

POCN issued to increase the quantity from 22 to 25; due to minimum order requirement per the vendor. rg

Authorized Signature

Rhonda Gips, CFM

07/14/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Brief Cases, Brief Bags, and Portfolios Think Folio Managerial Padfolio; Black, Screen Printed, Debossed with TxDMV Logo in Silver (see attachment) Item #VRKGH-GVODC	530/30	25.0000	EA	\$9.25	\$231.25	07/25/2016
						Schedule Total	\$231.25
						ReqID: 0000003088	
						Item Total for Line # 1	\$231.25
2- 1	Set up fee	963/39	1.0000	EA	\$70.00	\$70.00	07/25/2016
						Schedule Total	\$70.00
						ReqID: 0000003088	
						Item Total for Line # 2	\$70.00
3- 1	freight	962/86	1.0000	EA	\$20.00	\$20.00	07/25/2016
						Schedule Total	\$20.00
						ReqID: 0000003088	
						Item Total for Line # 3	\$20.00
						Total PO Amount	\$321.25

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, CFM

07/14/2016

Authorized Signature

Rhonda Gips, CTM

07/14/2016