



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002964**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **08/18/16** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD  
PO BOX 99  
HUNTSVILLE TX 773420099  
United States

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

**Vendor ID:** 3696696696 6

**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:**

The Prison Made Good Acts, Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ TX Gov Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and TX Gov Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

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.

Each UNT (unit) is priced at \$1.00. A UNT is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

**TxDMV Contacts:**

Ann Pierce - 512-465-4100 or Ann.Pierce@TxDMV.gov  
Michael Dominkowitz - 512-465-4111 or Michael.Dominkowitz@TxDMV.gov

**Vendor Contact:**

Tonya Rodger - 936-293-4117 or Tonya.Rodger@tdcj.texas.gov

**Authorized Signature**

*Rhonda Gips, CFM*

**08/18/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002964**

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Labor to Reconfigure Furniture to customer's specifications per Quote No. 16-685  Work is to be completed in four (4) days or 32 hours between Sept. 12-16, 2016.	910/65	3000.0000	UNT	\$1.00	\$3,000.00	09/16/2016
						<b>Schedule Total</b>	<input type="text" value="\$3,000.00"/>
						<u>ReqID:</u> 0000003392	
Not to exceed \$3,000						<b>Item Total for Line # 1</b>	<input type="text" value="\$3,000.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$3,000.00"/>

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**

*Rhonda Gips, CFM*

**08/18/2016**