



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003190

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US Mail** PCC: **0** Date: **10/13/16** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

Vendor: UNITED STATES POSTAL SERVICES
NEOPOST POSTAGE ON CALL
CMRS-POC - 8031264
PO BOX 575
CAROL STREAM IL 60132-0575
United States

Ship To: 1P12 - Finance Admin Services
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1410760000 0

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@TxDMV.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Postage:
General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

Change Orders:
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.

Quantity(ies):
Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

To request a warrant, Divisions will process a receipt in CAPPs against the appropriate purchase order for the amount of the warrant.

The Division will then e-mail the following information to: Zz - Resource - DMV_FIN-INVOICES DMV_FIN-INVOICES@txdmv.gov
CAPPs PO number and Receipt Number;
Applicable Postage meter and/or permit account balance report;
Payment Deadline
If a warrant is required whom to contact to pick up warrant.

Divisions will then follow standard procedures to replenish postage accounts.

NOTE: Divisions should monitor postage accounts to ensure that excessive funds are not deposited or held in outside postage accounts. Standard funding should provide for no more than 3 months of funding being held in an outside account.

Authorized Signature

Paula Ramsey, CTM, CTM

10/14/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Postage for Huntsville - Letters, Flats and Postcards Term of Service: 10/14/2016 - 8/31/2017 POC Account Number: 8031264 Customer Service Number: 60840815 Meter Serial Number: 11276527	963/57	30000.0000	UNT	\$1.00	\$30,000.00	10/13/2016
						Schedule Total	\$30,000.00
						<u>ReqID:</u> 0000003713	
						Item Total for Line # 1	\$30,000.00
						Total PO Amount	\$30,000.00

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.

Authorized Signature

Paula Ramsey, CTM, CTPM

10/14/2016