



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003353**  
**Purchase Order Change Notice (# 3)**

Page: 1 of 4

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **11/30/16** PO Method: **DG** Dispatch: **Dispatch Via Email** Rev Dt: **12/15/16**

**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 4013  
USA  
HUNTSVILLE TX 77342-4013  
United States

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

**Vendor ID:** 3696696696 6

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

**Purchaser:** Jeffrey S Kushaney  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641  
**Email:** Jeff.Kushaney@txdmv.gov

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

**PO Information:**

Council on Competitive Government (CCG):  
Texas Government Code, Title 10, Subtitle D, Chapter 2162, Subchapter A, Sec 2162.1

The logo to be imprinted on the goods covered by this procurement is copyrighted by TxDMV. The vendor is advised that permission for use of the logo is granted only for meeting the requirements of this procurement. Any person or company wishing to use the logo for other than this purpose must contact the TxDMV Purchasing Section at (512) 465-4193.

**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).

**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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

POCN #1 - 11/30/2016 (JSK): Changed the Ship Via from US Mail to Vendor.

POCN #2 - 11/30/2016 (JSK): Added Line 5.

POCN #3 - 12/15/2016 (JSK): Added names to Line 5 and changed the quantity in the description from 250 to 500.

**Authorized Signature**

*Jeff Kushaney, CTP*

**12/15/2016**



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| Line-Sch       | Line Description  | Class/Item | Quantity | UOM | Unit Price | Extended Amt                   | Due Date   |
|----------------|---|------------|----------|-----|------------|--------------------------------|------------|
| 1- 1           | Business Cards, 3.5" x 2",<br>100LB White Smooth Cover,<br>1-Sided, Full Color, 500/Box<br>TCI Bid #1605-023<br>Term of Service: November<br>30, 2016 - December 30, 2016 | 966/07     | 1.0000   | BOX | \$12.50    | \$12.50                        | 12/30/2016 |
|                |   |            |          |     |            | <b>Schedule Total</b>          | \$12.50    |
|                |   |            |          |     |            | <u>ReqID:</u><br>0000003903    |            |
| Carol Fallin   |   |            |          |     |            | <b>Item Total for Line # 1</b> | \$12.50    |
| 2- 1           | Business Cards, 3.5" x 2",<br>100LB White Smooth Cover,<br>1-Sided, Full Color, 500/Box<br>TCI Bid #1605-023<br>Term of Service: November<br>30, 2016 - December 30, 2016 | 966/07     | 1.0000   | BOX | \$12.50    | \$12.50                        | 12/30/2016 |
|                |   |            |          |     |            | <b>Schedule Total</b>          | \$12.50    |
|                |   |            |          |     |            | <u>ReqID:</u><br>0000003895    |            |
| Creighton Root |   |            |          |     |            | <b>Item Total for Line # 2</b> | \$12.50    |

Authorized Signature

*J. Kushaney, CTP*

12/15/2016



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| Line-Sch            | Line Description  | Class/Item | Quantity | UOM | Unit Price | Extended Amt                   | Due Date                             |
|---------------------|---|------------|----------|-----|------------|--------------------------------|--------------------------------------|
| 3- 1                | Business Cards, 3.5" x 2",<br>100LB White Smooth Cover,<br>1-Sided, Full Color, 500/Box<br>TCI Bid #1605-023<br>Term of Service: November<br>30, 2016 - December 30, 2016 | 966/07     | 2.0000   | BOX | \$12.50    | \$25.00                        | 12/30/2016                           |
|                     |   |            |          |     |            | <b>Schedule Total</b>          | <input type="text" value="\$25.00"/> |
|                     |   |            |          |     |            | <u>ReqID:</u><br>0000003849    |                                      |
| Martha Yancey       |   |            |          |     |            | <b>Item Total for Line # 3</b> | <input type="text" value="\$25.00"/> |
| 4- 1                | Business Cards, 3.5" x 2",<br>100LB White Smooth Cover,<br>1-Sided, Full Color, 250/Box<br>TCI Bid #1605-023<br>Term of Service: November<br>30, 2016 - December 30, 2016 | 966/07     | 1.0000   | BOX | \$9.00     | \$9.00                         | 12/30/2016                           |
|                     |   |            |          |     |            | <b>Schedule Total</b>          | <input type="text" value="\$9.00"/>  |
|                     |   |            |          |     |            | <u>ReqID:</u><br>0000003849    |                                      |
| Lana F. Brown, MSCJ |   |            |          |     |            | <b>Item Total for Line # 4</b> | <input type="text" value="\$9.00"/>  |

Authorized Signature

*J. Kushaney, CTP*

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| Line-Sch  | Line Description  | Class/Item | Quantity | UOM | Unit Price | Extended Amt                   | Due Date   |
|---|---|------------|----------|-----|------------|--------------------------------|------------|
| 5- 1  | <b>Business Cards, 3.5" x 2",<br/>100LB White Smooth<br/>Cover, 1-Sided, Full Color,<br/>500/Box<br/>TCI Bid #1605-023<br/>Term of Service: November<br/>30, 2016 - December 30,<br/>2016</b> | 966/07     | 5.0000   | BOX | \$12.50    | \$62.50                        | 12/30/2016 |
|   |   |            |          |     |            | <b>Schedule Total</b>          | \$62.50    |
|   |   |            |          |     |            | <u>ReqID:</u><br>0000003910    |            |
| Ginny Booton<br>Michael Cuellar<br>Elizabeth Yang<br>Gus Bernal<br>Kim Atkins |   |            |          |     |            | <b>Item Total for Line # 5</b> | \$62.50    |
|   |   |            |          |     |            | <b>Total PO Amount</b>         | \$121.50   |

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.

Authorized Signature

*J. Kushaney, CTP*

12/15/2016