



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003512**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **01/10/17** 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:** TEXAS DEPT OF INFORMATION RESOURCES  
PO BOX 13564  
AUSTIN TX 787113564  
United States

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

**Vendor ID:** 3313313313 3

**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:**

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.

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**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.

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**TxDMV Contact:**

Virginia Pickering - 512-465-4031 or Virginia.Pickering@TxDMV.gov

**Vendor Contact:**

directory@dir.texas.gov

**Authorized Signature**

*Rhonda Gips, CFM*

**01/10/2017**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	2017 Capital Complex Directory	715/10	46.0000	BK	\$1.25000	\$57.50	02/28/2017
						<b>Schedule Total</b>	\$57.50
						<u>ReqID:</u> 0000004060	
						<b>Item Total for Line # 1</b>	\$57.50
						<b>Total PO Amount</b>	\$57.50

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 Lips, CTM

01/10/2017

## 2017 Capitol Complex Telephone Directory Order Form

Agency Code: 608

Agency: Texas Department of Motor Vehicles  
Division: IT Services Division  
Delivery Address: 4000 Jackson Ave, Austin, TX 78731

Delivery Point of Contact: Virginia Pickering  
Telephone Number: 512-465-4031

Number of Directories Ordered: 46

Ordered by: Rhonda Gips

Title: Purchaser

Signature: Rhonda Gips

Date: 1 / 10 / 17

Comments or Special Instructions:

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Please return via email to: [directory@dir.texas.gov](mailto:directory@dir.texas.gov)

Department of Information Resources  
COMMUNICATIONS TECHNOLOGY SERVICES  
Capitol Complex Directory Services  
[Directory@dir.texas.gov](mailto:Directory@dir.texas.gov)