



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014724

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 08/06/2024    **PO End Date:** 08/16/2024    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** SECRETARY OF STATE  
 PO BOX 13824  
 AUSTIN TX 787113824  
 United States

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

**Ship To Attention:** Jennifer L Whittaker  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3307307307 5 000

**Purchaser:** Maxwell Alexander Brown  
**Phone:** 512/465-4000  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** maxwell.brown@txdmv.gov

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

**PO Information:**

**Service Period:**

Notary commissions are effective as of the date of qualification by the applicant. The commission expires four years from the date of issuance and may be renewed by filing an application for renewal no earlier than 90 days before the date the commission expires.

**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.

**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.

**Special Payment and Delivery Notes:**

The filing fee for a new or renewal application for commission as a Texas notary public is \$11. Fees may be paid by interagency transfer voucher (ITV) or an agency/university check. Personal checks are not accepted. Agency/university checks must be payable to the secretary of state. If payment is being remitted by ITV, a copy of the ITV, including the applicants name in the USAS transaction description, must be submitted with the application. A copy of the agency's in house purchase order is not an acceptable substitute for the ITV with USAS transaction description. The completed application and filing fee must be submitted to the State Office of Risk Management, (512) 936-2927, Bonds and Insurance Section, P. O. Box 13777, Austin, Texas 78711-3777. The State Office of Risk Management will forward verified applications, along with the filing fees, to the Office of the Secretary of State. The Office of the Secretary of State will issue a notary commission upon filing of a completed, qualified application.

**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).

**Delivery:**

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address.

Authorized Signature

Maxwell Brown

08/06/2024



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If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Enter any other special delivery requirements.

Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

TxDMV Contract Monitor:  
 Jennifer Whittaker  
 jennifer.whittaker@txdmv.gov  
 (512) 465-1386

Vendor Contact:  
 State Office of Risk Management  
 notary@sorm.texas.gov

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Notary Commission Renewal - Kyla Stoddard (Expires 8/11/2024)	30901	963/43	1.0000	EA	\$11.00000	\$11.00	08/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$11.00"/>
					<b>ReqID:</b> 0000015276			
Contact info: Kyle Stoddard kyla.stoddard@txdmv.gov (512) 465-3315  Kyla's current SOS Commission Number: 132617239 - EXPIRES 8/11/2024 Her revised name on the commission and stamp should read: KYLA STODDARD 4 Year Period of Service - 8/11/2024-8/11/2028								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$11.00"/>

**Total PO Amount**

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

Maxwell Brown

08/06/2024