



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 25000872  
 Business Unit # 60800  
 Purchase Order # 0000015029  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** PREPAY AND ADD VNDR    **Ship Via:** A    **PCC:** A    **PO Date:** 09/12/2024    **PO End Date:** 09/18/2024    **PO Method:** AT    **Dispatch:** Dispatch Via Print 10/04/2024    **Rev Dt:**

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

**Vendor:** STAPLES  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
 United States

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

**Vendor ID:** 1043390816 6 000

**Ship To Attention:** Jennifer L Whittaker

**Purchaser:** Richard Emmanuel Oballo  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641

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

**Email:** richard.oballo@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

POCN#1 Richard Oballo 10/4/2024 Added prepay and add to the PO due to a minimum order amount of \$50.

**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.

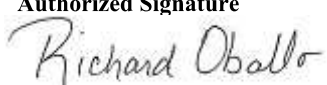
Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

**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. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

Authorized Signature  
  
 10/04/2024



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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.

CONTRACT ID: 615-C1

TxDMV Contract Monitor:  
 Jennifer Whittaker  
 Jennifer.Whittaker@txdmv.gov  
 512-465-1386

Vendor Contact:

Contractor: Staples Contract Commercial LLC  
 Contact Name: support\_we@staples.com  
 Email: Yorka.Velasco-Caballero@staples.com  
 Phone: (800) 540-2765

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Dome Notary Public Record Book, Red - 880	30901	615/43	2.0000	EA	\$9.16000	\$18.32	09/12/2024

Schedule Total

ReqID:  
0000015666

I could not find this item in WorkQuest, but found a few options in TexasSmartBuy - one of which is attached here. If you need to purchase from a different vendor, I estimated it a little more in case it costs a bit more than this specific item.

We are ordering 2 Notary Journals, one is for Kyla Stoddard, whose notary commission renewal is currently in process at the Secretary of State offices.

The second journal is for Deaven Bean, whose original application for a commission is included in this requisition.

Item\_3\_-\_Notary\_Journal.docx

Item Total for Line # 1

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

*Richard Oballo*

10/04/2024