



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000015775

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**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** A **PO Date:** 03/21/2025 **PO End Date:** 03/31/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **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:** 1P48 - San Antonio RSC Reno Rollin  
6909 North Loop 1604 E ste 1199  
San Antonio TX 78247  
United States

**Ship To Attention:** Seberina Palomarez

**Vendor ID:** 1043390816 6 000

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

**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:**

**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.

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. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. 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:  
Seberina Palomarez  
seberina.palomarez@txdmv.gov  
(210) 731-2151

**Authorized Signature**

Maxwell Brown

03/21/2025



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Vendor Contact:

Contact Name: Lamar R. Garcia  
Email: lamar.garcia@staples.com  
Phone: (956) 357-6075  
Alternate Contact Name: Eric Kramer  
Alternate Email: eric.kramer@staples.com

This procurement is governed by the terms and conditions in CPA Contract Number 615-C1.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	BIC Velocity Retractable Ballpoint Pens, Medium Point, Blue Ink, Dozen (16263/VLG11BL) Supplier Part Number: 431464	30101	680/44	5.0000	DOZ	\$6.68000	\$33.40	03/31/2025

Schedule Total

ReqID:  
0000016474

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	BIC Cristal Ballpoint Pens, Medium Point, Blue Ink, Dozen (10126/MS11BL) Supplier Part Number: 123836	30101	620/80	12.0000	DOZ	\$2.15000	\$25.80	03/31/2025

Schedule Total

ReqID:  
0000016474

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Pendaflex SureHook Hanging File Folders, Legal Size, Assorted Colors, 20/Box (PFX 6153 1/5 Asst) Supplier Part Number: 784605	30101	615/80	1.0000	BOX	\$24.08000	\$24.08	03/31/2025

Schedule Total

ReqID:  
0000016474

Item Total for Line # 3

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Pendaflex SureHook Hanging File Folders, 3" Expansion, Letter Size, Blue, 25/Box (PFX 59203) Supplier Part Number: 521575	30101	615/80	2.0000	BOX	\$58.64000	\$117.28	03/31/2025
							Schedule Total	\$117.28
							ReqID: 0000016474	
							Item Total for Line # 4	\$117.28
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Pendaflex Reinforced Recycled Hanging File Folder, 2" Expansion, 5- Tab Tab, Letter Size, Bright Green Supplier Part Number: 064001	30101	615/80	1.0000	BOX	\$36.30000	\$36.30	03/31/2025
							Schedule Total	\$36.30
							ReqID: 0000016474	
							Item Total for Line # 5	\$36.30
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Supplier Part Number: 559221 Sharpie Retractable Highlighter, Chisel Tip, Yellow, Dozen (28025)	30101	620/80	4.0000	DOZ	\$10.14000	\$40.56	03/31/2025
							Schedule Total	\$40.56
							ReqID: 0000016474	
							Item Total for Line # 6	\$40.56
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Post-it Notes, 3" x 3", Canary Yellow, Lined, 100 Sheets/Pad, 12 Pads/Pack (630SS) Supplier Part Number: 912578	30101	615/80	4.0000	PAK	\$7.51000	\$30.04	03/31/2025
							Schedule Total	\$30.04
							ReqID: 0000016474	
							Item Total for Line # 7	\$30.04

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Staples Electronics Air Duster, 10 oz., 6/Pack (SPL10ENFR-6) Supplier Part Number: 24534262	30101	287/80	2.0000	PAK	\$45.68000	\$91.36	03/31/2025
							<b>Schedule Total</b>	<input type="text" value="\$91.36"/>
							<b>ReqID:</b> 0000016474	
							<b>Item Total for Line # 8</b>	<input type="text" value="\$91.36"/>

**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

03/21/2025