



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 25109059  
Business Unit # 60800  
Purchase Order # 0000015842  
Purchase Order Change Notice (# 1)

Page: 1 of 5

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** A **PO Date:** 04/09/2025 **PO End Date:** 04/14/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/17/2025  
**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:** 1P08 - Dallas Region  
1925 E. Beltline, Ste. 100  
Carrollton TX 75006  
United States

**Vendor ID:** 1043390816 6 000

**Purchaser:** Miguel G Alvarez  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Ship To Attention:** Karen M Poff  
**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Email:** miguel.alvarez@txdmv.gov

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

**PO Information:**

POCN #1 4/17/2025 Miguel Alvarez , Vendor emailed after order that the item on Line#1 was out of stock, end user send me a alternative item. New Texas Smart Buy PO# 25114648.

**ACPA/DIR Contract Purchase**

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

**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. 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

**Authorized Signature**

*Miguel M. Alvarez*

**04/17/2025**



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Page: 2 of 5

documents, if any.

TxDMV Contract Monitor:  
Karen Poff  
Karen.poff@txdmv.gov  
(972) 478-5212

Vendor Contact:  
Contractor: Staples Contract Commercial LLC  
Contact Name:  
Lamar R. Garcia  
Email: lamar.garcia@staples.com  
Phone: (956) 357-6075

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	787457 MARTIN YALE ELECTRIC LETTER OPENER, BLACK (1624)	30101	615/55	1.0000	EA	\$22.22000	\$22.22	04/21/2025
							Schedule Total	\$22.22
							ReqID:	0000016572

Item Total for Line # 1 \$22.22

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	2706207 US STAMP SIGN DOUBLE SIDED OPEN/CLOSED MESSAGE SIGN WITH CHARACTERS, BLACK (USS3727)	30101	801/12	1.0000	EA	\$61.99000	\$61.99	04/15/2025
							Schedule Total	\$61.99
							ReqID:	0000016572

Item Total for Line # 2 \$61.99

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	429174 PILOT G2 RETRACTABLE GEL PENS, FINE POINT, BLACK INK, DOZEN	30101	620/55	5.0000	DOZ	\$10.40000	\$52.00	04/15/2025
							Schedule Total	\$52.00
							ReqID:	0000016572

Item Total for Line # 3 \$52.00

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Page: 3 of 5

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	24377032 TRU RED RETRACTABLE QUICK DRY GEL PENS, MEDIUM POINT, 0.7MM, RED , DOZ	30101	620/55	2.0000	DOZ	\$7.11000	\$14.22	04/15/2025
							Schedule Total	\$14.22
							ReqID: 0000016572	
							Item Total for Line # 4	\$14.22
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	2361737 SHARPIE 7520015369244 SUPER SHARPIE PERMANENT MARKERS, DZ	30101	785/55	2.0000	DOZ	\$8.25000	\$16.50	04/15/2025
							Schedule Total	\$16.50
							ReqID: 0000016572	
							Item Total for Line # 5	\$16.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	176511 STAPLES RECYCLED BOND CASH REGISTER/POS ROLLS 1PLY 21/4X130 12/ CARTON (*18237-CC)	30101	615/55	5.0000	DOZ	\$19.31000	\$96.55	04/15/2025
							Schedule Total	\$96.55
							ReqID: 0000016572	
							Item Total for Line # 6	\$96.55
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	703715 DURACELL COPPERTOP AA ALKALINE BATTERY, 20 PACK (MN1500B20Z)	30101	450/55	3.0000	PAK	\$20.31000	\$60.93	04/15/2025
							Schedule Total	\$60.93
							ReqID: 0000016572	
							Item Total for Line # 7	\$60.93

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Page: 4 of 5

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	846026 DURACELL COPPERTOP AAA ALKALINE BATTERY, 20/PACK (MN2400B20Z)	30101	450/55	2.0000	PAK	\$20.31000	\$40.62	04/15/2025
							Schedule Total	\$40.62
							ReqID: 0000016572	
							Item Total for Line # 8	\$40.62
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	810615 ENERGIZER ALKALINE BATTERY, C , 12/PACK (EN93)	30101	450/55	1.0000	BOX	\$11.93000	\$11.93	04/15/2025
							Schedule Total	\$11.93
							ReqID: 0000016572	
							Item Total for Line # 9	\$11.93
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	2767340 DURACELL COPPERTOP D ALKALINE BATTERIES, 12/PACK (MN1300)	30101	450/55	1.0000	BOX	\$23.35000	\$23.35	04/15/2025
							Schedule Total	\$23.35
							ReqID: 0000016572	
							Item Total for Line # 10	\$23.35
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	112664 ALLIANCE RUBBER ADVANTAGE MULTI- PURPOSE #33 RUBBER BANDS,3.5 X 0.125, LATEX FREE, NATURAL CREPE	30101	615/55	10.0000	BOX	\$3.58000	\$35.80	04/15/2025
							Schedule Total	\$35.80
							ReqID: 0000016572	
							Item Total for Line # 11	\$35.80

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Page: 5 of 5

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	756067 RUBBERMAID COMMERCIAL PRODUCTS PLASTIC CONTAINER, 3.25 GALLON BLUE (FG295573blue)	30101	615/55	25.0000	EA	\$6.19000	\$154.75	04/15/2025
							<b>Schedule Total</b>	<input type="text" value="\$154.75"/>
							<b>Item Total for Line # 12</b>	<input type="text" value="\$154.75"/>

**ReqID:**  
0000016572

**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

*Miguel M. Alvarez*

**04/17/2025**