



Tx Department of Banking  
 Business Unit # 45100  
 Purchase Order # 22-021

**Payment Terms:** NET30 **Freight Terms:** Prepaid & Allowed **Ship Via:** STANDAR **PCC:** I **Date:** 08/26/21 **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:** RICOH USA INC  
 PO BOX 660342  
 DALLAS TX 752660342  
 United States

**Ship To:** AHQ\_10 - Austin Headquarters  
 2601 N. Lamar  
 Austin TX 78705  
 United States

**Vendor ID:** 1230334400 1

**Bill To:** 2601 N. Lamar  
 Austin TX 78705  
 United States

**Purchaser:** Christopher Eugene Wood

**Phone:**

**Fax:**

**Bill To Fax:**

**Email:** christopher.wood@dob.texas.gov

**Bill To Email:** invoices@dob.texas.gov

**PO Information:**

Estimated Service Period: 9/1/2021 through 10/31/2021\*

\*Note: This is to finish out the lease of an existing copier that will soon be removed and replaced by a new machine and a new lease, detailed on PO# 451-21-253 (see CAPPs #22-002). DOB is waiting for Ricoh USA to uninstall the existing machine. The new lease will begin after installation. This PO will cover the lease off the old machine on a month-by-month basis until the old machine is removed and the new machine is installed and operation.

Contract #: 25521093  
 Invoice #: 73509946  
 Account #: 115522  
 Site #: 4394778  
 PO# Reference: 451-18-321

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Copier Lease, Ricoh MP9003: \$664.67/month	985/26	2.0000	MO	\$664.67000	\$1,329.34	08/26/2021
						<b>Schedule Total</b>	<b>\$1,329.34</b>
						<b>Item Total for Line # 1</b>	<b>\$1,329.34</b>

**Total PO Amount** **\$1,329.34**

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.

Authorized Signature

08/26/2021



Tx Department of Banking  
 Business Unit # 45100  
 Purchase Order # 22-021  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** Prepaid & Allowed **Ship Via:** STANDAR **PCC:** I **Date:** 08/26/21 **PO Method:** DG **Dispatch:** Dispatch Via Email **Rev Dt:** 03/03/22

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

**Vendor:** RICOH USA INC  
 PO BOX 660342  
 DALLAS TX 752660342  
 United States

**Ship To:** AHQ\_10 - Austin Headquarters  
 2601 N. Lamar  
 Austin TX 78705  
 United States

**Vendor ID:** 1230334400 1

**Bill To:** 2601 N. Lamar  
 Austin TX 78705  
 United States

**Purchaser:** Christopher Eugene Wood  
**Phone:**  
**Fax:**

**Bill To Fax:**

**Email:** CHRISTOPHER.WOOD@DOB.TEXAS.GOV

**Bill To Email:** invoices@dob.texas.gov

**PO Information:**

Estimated Service Period: 9/1/2021 through 10/31/2021\*

\*Note: This is to finish out the lease of an existing copier that will soon be removed and replaced by a new machine and a new lease, detailed on PO# 451-21-253 (see CAPPs #22-002). DOB is waiting for Ricoh USA to uninstall the existing machine. The new lease will begin after installation. This PO will cover the lease off the old machine on a month-by-month basis until the old machine is removed and the new machine is installed and operation.

Contract #: 25521093  
 Invoice #: 73509946  
 Account #: 115522  
 Site #: 4394778  
 PO# Reference: 451-18-321

Change Order 1: 3/3/2022 - Added line 2 for prorated services charges that need to be paid from close out of lease of previous machines. -cwood

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Copier Lease, Ricoh MP9003: \$664.67/month	985/26	2.0000	MO	\$664.67000	\$1,329.34	08/26/2021

**Schedule Total**

**Item Total for Line # 1**

**Authorized Signature**

03/03/2022



Tx Department of Banking  
Business Unit # 45100  
Purchase Order # 22-021  
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Service Charge	985/26	1.0000	EA	\$63.00000	\$63.00	03/03/2022
						Schedule Total	\$63.00
						Item Total for Line # 2	\$63.00

Total PO Amount \$1,392.34

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Authorized Signature

03/03/2022