



## Sales Tax Exemption

The Texas A&M University System Offices are exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of The Texas A&M University System.

The laws of the State of Texas shall govern this Purchase Order.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
May 24, 2018	AB0368133	0
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
<b>Buyer Contact:</b>		
Buyer	Buyer Email	Buyer Phone Number
no value	no value	no value
<b>Customer Contact:</b>		
Name:	Cynthia Grisso	
Email:	CGRISSEO@TAMUS.EDU	
Phone:	+1 202-684-9933	

## Order acceptance instructions:

**Vendor guarantees that the products delivered or the services performed as a result of the Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by the Texas A&M University System's Department of Purchasing Services prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	TEJAS OFFICE PRODUCTS INC	<b>Delivery Address</b>	
Address	1225 W 20TH STREET HOUSTON, TX 770083315 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 713-864-6004	Attn:	Cindy Grisso
FOB / FREIGHT	Destination	Office of Federal Relations	
Pre-Pay & Add	No	Suite	400
Payment Terms	1% 10, Net 30	1747 Pennsylvania Ave	
Contract Number - Header	no value	Washington, DC 20006	
Contract Number - Line	no value	United States	
Quote number		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

## Notes to Supplier

### PO Clauses

Header	001	No Collect Freight Charges	Neither COD nor "Collect" freight or handling charges will be accepted.
		Accepted	

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	Staples Copy Paper, 20 Lb., 92 Bright, 8 1/2" x 11", White, 10-Ream Case (135848)	135848	CT	31.97 USD	1 CT	31.97 USD
	Supplier Part Auxiliary ID	135848				
		Manufacturer Name	Domtar			
		Manufacturer Part ID	135848			
2 of 2	JAM Paper Small Beverage Napkins, Small, 5 x 5, White, 50/Pack (5255620731)	1050853	PK	3.39 USD	2 PK	6.78 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	HUDSON ENVELOPE OF NJ CORP DBA JAM PAPER			
		Manufacturer Part ID	5255620731			
Total						38.75 USD

## Billing Information

To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail [abvendorhelp@tamu.edu](mailto:abvendorhelp@tamu.edu).

Invoice must include the PO/Reference number shown above.

## Billing Address

Texas A&M University System  
Attn:  
\*\*\*Do Not Mail Invoices\*\*\*  
Email invoices to [systemvouchers@tamus.edu](mailto:systemvouchers@tamus.edu)  
301 Tarrow RM 345  
College Station, TX 77840  
United States