



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.
Jul 31, 2018	AB0381810	0
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
no value	no value	no value
Customer Contact:		
Name:	Dorothy Thompson	
Email:	DOROTHY.THOMPSON@TAMUS.EDU	
Phone:	+1 979-458-6103	

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this 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	Delivery Address	
Address	1225 W 20TH STREET HOUSTON, TX 770083315 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 713-864-6004	Attn:	Dorothy Thompson
FOB / FREIGHT	Destination	Systems Budget & Accounting	
Pre-Pay & Add	No	Moore/Connally Bldg	
Payment Terms	1% 10, Net 30	Room	366
Contract Number - Header	no value	301 Tarrow St	
Contract Number - Line	no value	College Station, TX 77840	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
PO Clauses			
Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 10	Zebra Pen G-301 Retractable Gel Pen, Medium Point (0.7mm), Blue (ZEB 41321)	1135458	EA	3.29 USD	12 EA	39.48 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	ZEBRA PEN CORPORATION			
		Manufacturer Part ID	ZEB41321			
2 of 10	Staples Stackable Jumbo Mesh Pencil Cup, Black, 6 3/8" x 4 3/4" Diameter	385752	EA	1.30 USD	2 EA	2.60 USD
	Supplier Part Auxiliary ID	385752				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	11958			
3 of 10	Rolodex WoodTones Mahogany Finish Wood Business Card Holder, 50 Card Capacity, 2 1/4"H x 2 1/2"W x 4 1/2"D	ROL23330	EA	13.07 USD	1 EA	13.07 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	Rolodex			
		Manufacturer Part ID	ROL23330			
4 of 10	Case Logic 16" Laptop Backpack, Black	718390	EA	43.87 USD	1 EA	43.87 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	CASE LOGIC INC.			
		Manufacturer Part ID	DLBP116 BLACK			

5 of 10	Innovera IVR15968 Minidesk Calculator, 12-Digit Lcd	IVR15968	EA	13.17 USD	1 EA	13.17 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name Manufacturer Part ID	ESSENDANT IVR15968			
6 of 10	Cable Tidy Tube, 1 1/4" Diameter x 43" Long, Black	DLNCTT11B	EA	15.44 USD	1 EA	15.44 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name Manufacturer Part ID	D-Line DLNCTT11B			
7 of 10	SoftalkTwisstop Rotating Phone Cord Detangler, Black	SOF1501	EA	10.29 USD	3 EA	30.87 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name Manufacturer Part ID	S.P. RICHARDS CO. SOF1501			
8 of 10	Rubbermaid Extra Deep Desk Drawer Director Tray, Plastic, Black, 11 7/8" x 15" x 2 1/2"	RUB11906ROS	EA	7.62 USD	1 EA	7.62 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name Manufacturer Part ID	Rubbermaid RUB11906ROS			
9 of 10	Fellowes 98915 Microban Split Design Corded Keyboard	FEL98915	EA	34.66 USD	1 EA	34.66 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name Manufacturer Part ID	Fellowes FEL98915			
10 of 10	Staples Gel Mouse Pad with Wrist Rest, Black, 7.25"W x 10"L	652595	EA	5.30 USD	2 EA	10.60 USD
	Supplier Part Auxiliary ID 652595					
		Manufacturer Name Manufacturer Part ID	Belkin Corp. 13618			
Total						211.38 USD

Billing Information	Billing Address
<p>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.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M University System</p> <p>Attn:</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to systemvouchers@tamus.edu</p> <p>301 Tarrow RM 345</p> <p>College Station, TX 77840</p> <p>United States</p>