

Revised Purchase Order



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.	Revision Date
Aug 14, 2018	AB0385118	1	Aug 28, 2018
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	
<i>no value</i>	<i>no value</i>	<i>no value</i>	
Customer Contact:			
Name:	Cynthia Grisso		
Email:	CGRISSE@TAMUS.EDU		
Phone:	+1 202-684-9933		

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: 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	<i>no value</i>	Washington, DC 20006	
Contract Number - Line	<i>no value</i>	United States	
Quote number		Delivery Information	
		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 12	Staples Copy Paper, 20 Lb., 92 Bright, 8 1/2" x 11", White, 10-Ream Case (135848)	135848	CT	32.93 USD	1 CT	32.93 USD
	Supplier Part Auxiliary ID 135848					
		Manufacturer Name	DOMTAR			
		Manufacturer Part ID	135848			
2 of 12	Staples Perforated Notepad, Wide Ruled, White, 8 1/2" x 11 3/4", 50 Sheets/Pad, 12/Pk	163865	DZN	8.35 USD	1 DZN	8.35 USD
	Supplier Part Auxiliary ID 163865					
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	23643/26785			
3 of 12	Scotch Magic Tape Refill 810, 3/4" x 1,000", 1" Core, 3/Pk	MMM810K3	PK	5.82 USD	1 PK	5.82 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	3M Corporation			
		Manufacturer Part ID	MMM810K3			
4 of 12	Ampad Gold Fibre Classic Project Planner 7-1/4x9-1/2", Wide Ruling, White, 84 Sheets/Pad	397233	EA	2.64 USD	6 EA	15.84 USD
	Supplier Part Auxiliary ID 397233					
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	20816			

5 of 12	Avery Index Maker Label 5-Tab Dividers, 8 1/2" x 11", White, 25/Box (11446)	791749	BX	55.48 USD	1 BX	55.48 USD
	Supplier Part Auxiliary ID 791749					
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	11446			
6 of 12	HP 952 Standard CMY/952XL High Yield Black Ink Cartridge Multi-pack (4 cart per pack)	2030289	PK	109.23 USD	1 PK	109.23 USD
	Supplier Part Auxiliary ID 2030289					
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	N9K28AN#140			
7 of 12	Xerox Toner Cartridge Black High Yield, (106R02228)	105118	EA	148.97 USD	1 EA	148.97 USD
	Supplier Part Auxiliary ID 105118					
		Manufacturer Name	INGRAM MICRO D, INC.			
		Manufacturer Part ID	106R02228			
8 of 12	Nestle Coffee-mate Coffee Creamer, Original, .375 oz Liquid Creamer Singles, 180/Case	2432877	CT	19.66 USD	1 CT	19.66 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	NES35120			
9 of 12	Poland Spring Bottled Water, 8 oz. Bottles, 48/Case	576583	CT	14.92 USD	2 CT	29.84 USD
	Supplier Part Auxiliary ID 576583					
		Manufacturer Name	NESTLE WATERS NORTH AMERICA INC.			
		Manufacturer Part ID	100987			
10 of 12	Keurig K-Cup Caribou Coffee Daybreak Morning Blend Coffee, 24 Pack	801954	BX	12.32 USD	2 BX	24.64 USD
	Supplier Part Auxiliary ID 801954					
		Manufacturer Name	GREEN MOUNTAIN COFFEE INC			
		Manufacturer Part ID	6994			
11 of 12	Peet's Coffee Café Domingo Coffee, Keurig K-Cup Pods, Medium Roast, 22/Box (6543)	1274181	BX	16.47 USD	2 BX	32.94 USD
	Supplier Part Auxiliary ID 1274181					
		Manufacturer Name	GREEN MOUNTAIN COFFEE INC			
		Manufacturer Part ID	6543			
12 of 12	Starbucks French Roast Coffee, Keurig K-Cup Pods, Dark Roast, 24/Box (9737)	1440262	BX	19.56 USD	1 BX	19.56 USD
	Supplier Part Auxiliary ID 1440262					
		Manufacturer Name	GREEN MOUNTAIN COFFEE INC			
		Manufacturer Part ID	9737			
Total						503.26 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@tamu.edu</p> <p>301 Tarrow RM 345</p> <p>College Station, TX 77840</p> <p>United States</p>