



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.
Aug 24, 2018	AB0387719	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:	Cynthia Grisso	
Email:	CGRISSO@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	no value	Washington, DC 20006	
Contract Number - Line	no value	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 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 9	BICGel-ocity Retractable Gel-Ink Roller Pens, Medium Point, Red, Dozen	502918	DZN	7.08 USD	1 DZN	7.08 USD
	Supplier Part Auxiliary ID	502918				
		Manufacturer Name	BIC CORPORATION			
		Manufacturer Part ID	31565			
2 of 9	Simply Economy View Binder with Round Rings, White, 175-Sheet Capacity, 1" (Ring Diameter)	374815	EA	2.08 USD	6 EA	12.48 USD
	Supplier Part Auxiliary ID	374815				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	23735/21684			
3 of 9	Simply Economy View Binder with Round Rings, White, 100-Sheet Capacity, 1/2" (Ring Diameter)	374818	EA	1.66 USD	6 EA	9.96 USD
	Supplier Part Auxiliary ID	374818				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	23740/21682			
4 of 9	Avery Heavy-Duty View Binder, 3" One Touch Rings, 670 Sheet Capacity, DuraHinge, White (79193)	318402	EA	8.60 USD	2 EA	17.20 USD
	Supplier Part Auxiliary ID	318402				
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	79193/79793			
5 of 9	Simply Economy View Binder with Round Rings, White, 375-Sheet Capacity, 2" (Ring Diameter)	374812	EA	2.81 USD	6 EA	16.86 USD
	Supplier Part Auxiliary ID	374812				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	23725/21688			

6 of 9	Staples Heavy-Duty Expanding Files, Letter, Jan.-Dec. Index with Flap, Each	614660	EA	7.93 USD	1 EA	7.93 USD
	Supplier Part Auxiliary ID 614660					
		Manufacturer Name STAPLES BRANDS GROUP Manufacturer Part ID 614660/R117MLS				
7 of 9	Staples Expanding File Jackets, 1" Expansion, Assorted Colors, Letter, Holds 8-1/2"H x 11"W, 10/Pk	493461	PK	10.29 USD	1 PK	10.29 USD
	Supplier Part Auxiliary ID 493461					
		Manufacturer Name ESSELTE AMERICA Manufacturer Part ID 50990				
8 of 9	Staples Expanding File Pockets, 3 1/2" Expansion, Letter, 25/Pack	418293	BX	18.03 USD	1 BX	18.03 USD
	Supplier Part Auxiliary ID 418293					
		Manufacturer Name CARDINAL BRANDS INC. Manufacturer Part ID 418293/1524ES				
9 of 9	C2G 6ft 3.5mm M/M Stereo Audio Cable (PC-99 Color-Coded)	2418527	EA	5.65 USD	1 EA	5.65 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name SYNnex CORPORATION Manufacturer Part ID 27411				
Total				105.48 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>