

**Revised Purchase Order****Sales Tax Exemption**

Texas A&M University is 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 Texas A&M.

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

Member of the Texas A&M University System.

| Purchase Order   |                      |                           |                    |
|--|----------------------|---------------------------|--------------------|
| Purchase Order Date  | PO/Reference No.     | Revision No.              | Revision Date      |
| <b>Jul 9, 2019</b>   | <b>AB0463270</b>     | <b>1</b>                  | <b>Aug 8, 2019</b> |
| <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>  |                      |                           |                    |
| <b>Buyer</b>   | <b>Buyer Email</b>   | <b>Buyer Phone Number</b> |                    |
| <i>no value</i>  | <i>no value</i>      | <i>no value</i>           |                    |
| <b>Customer Contact:</b>   |                      |                           |                    |
| Name:  | Linda West-Stevermer |                           |                    |
| Email:   | LSTEVERMER@TAMUS.EDU |                           |                    |
| Phone:   |                      |                           |                    |

**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                      | <b>Delivery Address</b>        |  |
| Address                  | 1225 W 20TH STREET<br>HOUSTON, TX 770083315 US | TAMUS Member:                  | 26-Texas A&M System Shared Service Center (26) |
| Phone                    | +1 713-864-6004                                | Attn:                          | LINDA STEVERMER                                |
| FOB / FREIGHT            | Destination                                    | Business Computing Services    |  |
| Pre-Pay & Add            | No   | Moore/Connally Bldg            |  |
| Payment Terms            | 1% 10, Net 30                                  | Room                           | 304  |
| Contract Number - Header | <i>no value</i>                                | 301 Tarrow St                  |  |
| Contract Number - Line   | <i>no value</i>                                | College Station, TX 77840-7896 |  |
| Quote number             |  | United States                  |  |
|                          |  | <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 19  | Sharpie Permanent Markers, Fine Point, Black, 12/Pack (30001)                        | 125328               | DZN              | 7.73 USD   | 1 DZN    | 7.73 USD   |
|          | Supplier Part Auxiliary ID 125328  |                      |                  |            |          |            |
|          |  | Manufacturer Name    | SANFORD CORP     |            |          |            |
|          |  | Manufacturer Part ID | 30001            |            |          |            |
| 2 of 19  | Staples 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 5000/Carton (135848)           | 135848               | CT               | 34.94 USD  | 1 CT     | 34.94 USD  |
|          | Supplier Part Auxiliary ID 135848  |                      |                  |            |          |            |
|          |  | Manufacturer Name    | Domtar           |            |          |            |
|          |  | Manufacturer Part ID | 135848           |            |          |            |
| 3 of 19  | Clorox Disinfecting Wipes Value Pack, Bleach Free Cleaning Wipes - 105 Wipes (30112) | 369657               | PK               | 7.56 USD   | 1 PK     | 7.56 USD   |
|          | Supplier Part Auxiliary ID 369657  |                      |                  |            |          |            |
|          |  | Manufacturer Name    | CLOROX COMPANY   |            |          |            |
|          |  | Manufacturer Part ID | CLO 30112        |            |          |            |

|          |   |                   |                                     |           |       |           |
|----------|---|-------------------|-------------------------------------|-----------|-------|-----------|
| 4 of 19  | Pledge Dust and Allergen Furniture Spray, 9.7 oz (697835)   | 1668086           | EA                                  | 8.23 USD  | 1 EA  | 8.23 USD  |
|          | Supplier Part Auxiliary ID  |                   |                                     |           |       |           |
|          |   | Manufacturer Name | SC JOHNSON & SON                    |           |       |           |
|          | Manufacturer Part ID  | 697835            |                                     |           |       |           |
| 5 of 19  | SteelMaster Slotted Rack Key Tags, 2.5", Numbered 1-20 (2013001AA06)                                | 2618926           | EA                                  | 11.01 USD | 1 EA  | 11.01 USD |
|          | Supplier Part Auxiliary ID  |                   |                                     |           |       |           |
|          |   | Manufacturer Name | MAJOR METAL FAB CO.(MMF INDUSTRIES) |           |       |           |
|          | Manufacturer Part ID  | 2013001AA06       |                                     |           |       |           |
| 6 of 19  | Staples 6-Outlet Power Strip, 6' Cord, White, 3/Pack  | 24353925          | PK                                  | 25.74 USD | 2 PK  | 51.48 USD |
|          | Supplier Part Auxiliary ID  | 24353925          |                                     |           |       |           |
|          |   | Manufacturer Name | STAPLES BRANDS GROUP                |           |       |           |
|          | Manufacturer Part ID  | 42320             |                                     |           |       |           |
| 7 of 19  | Post-it Arrow Flags, .47" Wide, Assorted Colors, 96 Flags/Pack (684-ARR4)                           | 439110            | PK                                  | 3.21 USD  | 1 PK  | 3.21 USD  |
|          | Supplier Part Auxiliary ID  | 439110            |                                     |           |       |           |
|          |   | Manufacturer Name | 3M Corporation                      |           |       |           |
|          | Manufacturer Part ID  | 684ARR4           |                                     |           |       |           |
| 8 of 19  | Staples BerberMat Carpet Chair Mat, 46" x 60", Crystal Clear (20234-CC)                             | 567302            | EA                                  | 50.13 USD | 1 EA  | 50.13 USD |
|          | Supplier Part Auxiliary ID  | 567302            |                                     |           |       |           |
|          |   | Manufacturer Name | ES ROBBINS CORP                     |           |       |           |
|          | Manufacturer Part ID  | 20234CC           |                                     |           |       |           |
| 9 of 19  | Offistamp Pre-Inked Stamp, RECEIVED, Red Ink (034512)   | 321598            | EA                                  | 2.66 USD  | 1 EA  | 2.66 USD  |
|          | Supplier Part Auxiliary ID  | 321598            |                                     |           |       |           |
|          |   | Manufacturer Name | MARKING PRODUCTS, INC               |           |       |           |
|          | Manufacturer Part ID  | 034512            |                                     |           |       |           |
| 10 of 19 | Staples 3-Tab File Folders, Letter, Assorted Position, Manila, 250/Box                              | 221689            | BX                                  | 12.66 USD | 1 BX  | 12.66 USD |
|          | Supplier Part Auxiliary ID  | 221689            |                                     |           |       |           |
|          |   | Manufacturer Name | SMEAD MANUFACTURING                 |           |       |           |
|          | Manufacturer Part ID  | 221689            |                                     |           |       |           |
| 11 of 19 | Hammermill Copy Plus 8.5" x 14" Copy Paper, 20 lbs, 92 Brightness, 500/Ream (105015)                | 122598            | RM                                  | 6.11 USD  | 3 RM  | 18.33 USD |
|          | Supplier Part Auxiliary ID  | 122598            |                                     |           |       |           |
|          |   | Manufacturer Name | INTERNATIONAL PAPER                 |           |       |           |
|          | Manufacturer Part ID  | 105015            |                                     |           |       |           |
| 12 of 19 | Staples Notepads, 8.5" x 11.75", Wide Ruled, White, 50 Sheets/Pad, 12 Pads/Pack (51295/23643)       | 163865            | DZN                                 | 8.61 USD  | 1 DZN | 8.61 USD  |
|          | Supplier Part Auxiliary ID  | 163865            |                                     |           |       |           |
|          |   | Manufacturer Name | STAPLES BRANDS GROUP                |           |       |           |
|          | Manufacturer Part ID  | 51295             |                                     |           |       |           |
| 13 of 19 | Scotch Magic Tape, Invisible, Write On, Matte Finish, 3/4" x 27.77 yds., 1" Core, 24 Rolls (810K24) | 809556            | PK                                  | 36.04 USD | 1 PK  | 36.04 USD |
|          |   |                   |                                     |           |       |           |
|          |   |                   |                                     |           |       |           |

|          |  |          |                      |                            |       |                   |
|----------|--|----------|----------------------|----------------------------|-------|-------------------|
|          | Supplier Part Auxiliary ID   | 809556   |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | 3M Corporation             |       |                   |
|          |  |          | Manufacturer Part ID | 810K24                     |       |                   |
| 14 of 19 | Scotch Desktop Tape Dispenser, Black (C-38)  | 817196   | EA                   | 4.09 USD                   | 1 EA  | 4.09 USD          |
|          | Supplier Part Auxiliary ID   | 817196   |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | 3M Corporation             |       |                   |
|          |  |          | Manufacturer Part ID | MMMC38BK                   |       |                   |
| 15 of 19 | Swingline Commercial Desktop Stapler, 20 Sheet Capacity, Black (44401)             | 504308   | EA                   | 6.95 USD                   | 1 EA  | 6.95 USD          |
|          | Supplier Part Auxiliary ID   | 504308   |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | GENERAL BINDING CORP ACCO  |       |                   |
|          |  |          | Manufacturer Part ID | 44401                      |       |                   |
| 16 of 19 | 2020 AT-A-GLANCE 36" x 24" Horizontal Erasable Wall Calendar (PM2002820)           | 24345807 | EA                   | 33.34 USD                  | 1 EA  | 33.34 USD         |
|          | Supplier Part Auxiliary ID   | 24345807 |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | ACCO BRANDS USA LLC        |       |                   |
|          |  |          | Manufacturer Part ID | PM200P2820                 |       |                   |
| 17 of 19 | Falcon Dust-Off Disposable Air Duster, Bitterant (DPSM)                            | 365998   | EA                   | 3.12 USD                   | 1 EA  | 3.12 USD          |
|          | Supplier Part Auxiliary ID   | 365998   |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | FALCON SAFETY PRODUCTS     |       |                   |
|          |  |          | Manufacturer Part ID | DPSM                       |       |                   |
| 18 of 19 | Post-it Super Sticky Easel Pad, 25" x 30", White, 30 Sheets/Pad, 2 Pads/Pack (559) | 506790   | PK                   | 32.69 USD                  | 1 PK  | 32.69 USD         |
|          | Supplier Part Auxiliary ID   | 506790   |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | 3M Corporation             |       |                   |
|          |  |          | Manufacturer Part ID | 559                        |       |                   |
| 19 of 19 | Avery Big Tab Extra Wide Insertable Paper Dividers, 8-Tab, Multicolor (11222)      | 069971   | SET                  | 1.85 USD                   | 1 SET | 1.85 USD          |
|          | Supplier Part Auxiliary ID   | 069971   |                      |                            |       |                   |
|          |  |          | Manufacturer Name    | Avery Products Corporation |       |                   |
|          |  |          | Manufacturer Part ID | 11222                      |       |                   |
| Total    |  |          |                      |                            |       | <b>334.63 USD</b> |

|   |  |
|---|--|
| <b>Billing Information</b>  | <b>Billing Address</b>   |
| <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 <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p> | <p>TAMUS Shared Service Center-Accounts Payable</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to <a href="mailto:systemvouchers@tamu.edu">systemvouchers@tamu.edu</a></p> <p>301 Tarrow RM 345<br/>College Station, TX 77840<br/>United States</p> |