

## 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.

<b>Purchase Order</b>			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
<b>Jul 29, 2020</b>	<b>AB0552622</b>	<b>1</b>	<b>Aug 7, 2020</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:		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	<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	<i>no value</i>	Washington, DC 20006	
Contract Number - Line	<i>no value</i>	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 Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 8	Staples Select Copy Paper, 8.5" x 11", 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton (20472)	897802	CT	39.67 USD	1 CT	39.67 USD
	Supplier Part Auxiliary ID	897802				
		Manufacturer Name	INTERNATIONAL PAPER			
		Manufacturer Part ID	20472US			
2 of 8	Kleenex Boutique Standard Facial Tissues, 2-Ply, 95 Sheets/Box, 6/Pack	826830	PK	9.37 USD	2 PK	18.74 USD

	(21271)						
	Supplier Part Auxiliary ID	826830					
			Manufacturer Name	KIMBERLY CLARK GLOBAL SALES LLC			
			Manufacturer Part ID	21271			
3 of 8	Ampad Gold Fibre Project Planner, 7.25" x 9.5", Cornell Ruled, 84 Sheets, Green (20-816)	397233	EA	2.74 USD	10 EA	27.40 USD	
	Supplier Part Auxiliary ID	397233					
			Manufacturer Name	RR DONNELLEY			
			Manufacturer Part ID	20816			
4 of 8	Land O'Lakes Mini-Moo's Half and Half Liquid Creamer, 0.28 Fl. Oz., 192/Carton (100718)	344887	CT	13.10 USD	1 CT	13.10 USD	
	Supplier Part Auxiliary ID	344887					
			Manufacturer Name	PERFORMANCE FOOD GRP			
			Manufacturer Part ID	ORG100718			
5 of 8	HP 952XL Black Ink Cartridge, High Yield (F6U19AN)	2002713	EA	39.94 USD	1 EA	39.94 USD	
	Supplier Part Auxiliary ID	2002713					
			Manufacturer Name	HEWLETT PACKARD			
			Manufacturer Part ID	F6U19AN#140			
6 of 8	Coca-Cola Mini Soda, 7.5 Oz., 24/Carton (00049000061017)	2273891	CT	19.56 USD	1 CT	19.56 USD	
	Supplier Part Auxiliary ID	2273891					
			Manufacturer Name	COCA COLA ENTER			
			Manufacturer Part ID	00049000061017			
7 of 8	Coca-Cola Mini Diet Coke Soda, 7.5 Oz., 24/Carton (00049000061055)	2273889	CT	19.56 USD	1 CT	19.56 USD	
	Supplier Part Auxiliary ID	2273889					
			Manufacturer Name	COCA COLA ENTER			
			Manufacturer Part ID	00049000061055			
8 of 8	Sprite Soda, 7.5 Oz., 24/Carton (00049000061062)	2733179	CT	21.26 USD	1 CT	21.26 USD	
	Supplier Part Auxiliary ID	2733179					
			Manufacturer Name	COCA COLA ENTER			
			Manufacturer Part ID	00049000061062			
						Total	199.23 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

\*\*\*Do Not Mail Invoices\*\*\*

Email invoices to [systemvouchers@tamus.edu](mailto:systemvouchers@tamus.edu)

301 Tarrow RM 345

College Station, TX 77840

United States