



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.
Nov 9, 2020	AB0578602	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:	Sandra Marshall	
Email:	SMARSHALL@TAMUS.EDU	
Phone:	+1 979-845-9600	

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:	Sandra Marshall
FOB / FREIGHT	Destination	Office of Board of Regents	
Pre-Pay & Add	No	MSC	
Payment Terms	1% 10, Net 30	Suite	L500
Contract Number - Header	no value	1123 TAMU	
Contract Number - Line	no value	College Station, TX 77843-1123	
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 4	LUX 6 1/2 x 6 1/2 Square Envelopes 50/Box) 50/Box, 70lb. Bright White (10928-50)	282180	PK	15.27 USD	2 PK	30.54 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	ACTION ENVELOPE & PRINTING CO., INC			
		Manufacturer Part ID	1092850			
2 of 4	Hammermill Fore MP Multipurpose Paper, 20 Lbs., 8.5" x 11", Canary, 500/Ream (103341)	617262	RM	16.43 USD	2 RM	32.86 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	INTERNATIONAL PAPER			
		Manufacturer Part ID	103341			

3 of 4	Neenah Cardstock Paper, 65 lbs, 8.5" x 11" (US letter), Bright White, 250/Pack (91904)	496791	PK	8.77 USD	2 PK	17.54 USD
	Supplier Part Auxiliary ID 496791					
		Manufacturer Name NEENAH PAPER INC (NSP Manufacturer Part ID 91904/92904				
4 of 4	3M Mouse Pad with Foam Wrist Rest, Durable Fabric Cover, 8.62" x 6.75", Black (MW209MB)	683907	EA	7.82 USD	1 EA	7.82 USD
	Supplier Part Auxiliary ID 683907					
		Manufacturer Name 3M CORPORATION Manufacturer Part ID MW209MB				
Total 88.76 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>***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>