



## 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.
<b>Mar 23, 2021</b>	<b>AB0606304</b>	<b>0</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:	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	<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	Neither COD nor "Collect" freight or handling charges will be accepted.
		Charges Accepted	

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 11	Starbucks Pike Place Coffee, Keurig K-Cup Pods, Medium Roast, 24/Box (9572)	100688	BX	16.87 USD	1 BX	16.87 USD
	Supplier Part Auxiliary ID 100688					
			Manufacturer Name	LAGASSE BROS IN		
			Manufacturer Part ID	SBK011111156		
2 of 11	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			
3 of 11	Dixie PerfectTouch Paper Hot Cups, 16 oz., Coffee Haze, 50/Pack (5356CD)	478407	PK	5.25 USD	2 PK	10.50 USD
	Supplier Part Auxiliary ID 478407					
		Manufacturer Name	FORT JAMES CORP DIXIE			
		Manufacturer Part ID	5356CD			
4 of 11	Ampad Gold Fibre Project Planner, 7.25" x 9.5", Cornell Ruled, 84 Sheets, Green (20-816)	397233	EA	2.74 USD	8 EA	21.92 USD
	Supplier Part Auxiliary ID 397233					
		Manufacturer Name	RR DONNELLEY			
		Manufacturer Part ID	20816			
5 of 11	TOPS Legal Notepads, 8.5" x 11.75", Wide, White, 50 Sheets/Pad, 12 Pads/Pack (TOP 7533)	TOP7533	DZN	16.63 USD	1 DZN	16.63 USD
	Supplier Part Auxiliary ID 823291					
		Manufacturer Name	Essendant			
		Manufacturer Part ID	TOP7533			
6 of 11	Mead Spiral 3-Subject Notebook, 5.5" x 9.5", College Ruled, 150 Sheets, Assorted Colors (06900)	MEA06900	EA	3.54 USD	3 EA	10.62 USD
	Supplier Part Auxiliary ID 394766					
		Manufacturer Name	Essendant			
		Manufacturer Part ID	MEA06900			
7 of 11	HP 952XL/952 Black High Yield, Cyan/Magenta/Yellow Standard Yield Ink Cartridges, 4/Pack (N9K28AN)	2030289	PK	115.69 USD	1 PK	115.69 USD
	Supplier Part Auxiliary ID 2030289					
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	N9K28AN#140			
8 of 11	HP 61 Tri-Color Ink Cartridge, Standard Yield (CH562WN)	863061	EA	21.31 USD	2 EA	42.62 USD
	Supplier Part Auxiliary ID 863061					
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	CH562WN#140			
9 of 11	HP 61 Black Ink Cartridge, Standard (CH561WN)	863056	EA	16.25 USD	2 EA	32.50 USD
	Supplier Part Auxiliary ID 863056					

		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	CH561WN#140			
10 of 11	Butler 53" Angle Broom with Dustpan, White/Green (411206)	949807	EA	7.64 USD	1 EA	7.64 USD
	Supplier Part Auxiliary ID 949807					
		Manufacturer Name	BUTLER HOME PRODUCTS			
		Manufacturer Part ID	411206			
11 of 11	Peet's Major Dickason's Blend Coffee, Keurig K-Cup Pods, Dark Roast, 22/Box (6547)	1274179	BX	16.47 USD	2 BX	32.94 USD
	Supplier Part Auxiliary ID 1274179					
		Manufacturer Name	KEURIG GREEN MOUNTAIN			
		Manufacturer Part ID	6547			
Total						321.03 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&amp;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>