

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
Aug 4, 2021	AB0640540	1	Sep 1, 2021
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:	Linda West-Stevermer		
Email:	LSTEVMER@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	Delivery Address	
Address	1225 W 20TH ST HOUSTON, Texas 770083315 United States	TAMUS Member:	26-Texas A&M System Shared Service Center (26)
FOB / FREIGHT	Destination	Attn:	
Pre-Pay & Add	No	Business Computing Services	
Payment Terms	1% 10, Net 30	Moore/Connally Bldg	
Contract Number - Header	no value	Room	304
Contract Number - Line	no value	301 Tarrow St	
Quote number		College Station, TX 77840-7896	
		United States	
		Delivery Information	
		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 12	Lipton Decaf Black Tea Bags, 72/Box (TJL00290)	382795	BX	6.81 USD	1 BX	6.81 USD
	Supplier Part Auxiliary ID	382795				
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	TJL00290			

2 of 12	TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)	135848	CT	35.99 USD	3 CT	107.97 USD
	Supplier Part Auxiliary ID 135848					
		Manufacturer Name Domtar		Manufacturer Part ID 135848/TR56958		
3 of 12	Duracell Coppertop AA Alkaline Batteries, 36/Pack (MN15P36)	464050	PK	18.18 USD	1 PK	18.18 USD
	Supplier Part Auxiliary ID 464050					
		Manufacturer Name DURACELL		Manufacturer Part ID MN15P36		
4 of 12	Duracell Coppertop Alkaline AAA Battery, 36/Pack (MN24P36)	041302	PK	21.61 USD	1 PK	21.61 USD
	Supplier Part Auxiliary ID 041302					
		Manufacturer Name DURACELL		Manufacturer Part ID MN24P36		
5 of 12	BIC Wite-Out EZ Correct Correction Tape, White, 10/Pack (50790)	483018	PK	12.78 USD	1 PK	12.78 USD
	Supplier Part Auxiliary ID 483018					
		Manufacturer Name BIC CORPORATION		Manufacturer Part ID 50790		
6 of 12	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack (654-12SSCY)	562896	PK	12.11 USD	1 PK	12.11 USD
	Supplier Part Auxiliary ID 562896					
		Manufacturer Name 3M CORPORATION		Manufacturer Part ID 65412SSCY		
7 of 12	Mead Spiral 1-Subject Subject Notebook, 8" x 10 1/2", Wide Ruled, 100 Sheets, Assorted Colors (05514)	508058	EA	3.08 USD	4 EA	12.32 USD
	Supplier Part Auxiliary ID 508058					
		Manufacturer Name Acco		Manufacturer Part ID MEA05514		
8 of 12	TOPS Legal Notepads, 8.5" x 11.75", Wide, White, 50 Sheets/Pad, 12 Pads/Pack (TOP 7533)	823291	DZN	16.63 USD	1 DZN	16.63 USD
	Supplier Part Auxiliary ID 823291					
		Manufacturer Name RR DONNELLEY		Manufacturer Part ID 7533		

9 of 12	TOPS Legal Junior Notepads, 5" x 8", Narrow, White, 50 Sheets/Pad, 12 Pads/Pack (TOP 7500)	818798	DZN	15.45 USD	1 DZN	15.45 USD
	Supplier Part Auxiliary ID 818798					
		Manufacturer Name RR DONNELLEY Manufacturer Part ID 7500				
10 of 12	Staples 6-Outlet Power Strip, 3' Cord, White, 3/Pack	24353924	PK	18.53 USD	1 PK	18.53 USD
	Supplier Part Auxiliary ID 24353924					
		Manufacturer Name STAPLES BRANDS GROUP Manufacturer Part ID 42319				
11 of 12	2022 AT-A-GLANCE 8" x 11.75" Planner, DayMinder, Black (G470H-00-22)	24471953	EA	25.22 USD	1 EA	25.22 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name ACCO BRANDS USA LLC Manufacturer Part ID G470H0022				
12 of 12	Sharpie Permanent Marker, Fine Tip, Black, Dozen (30001)	125328	DZN	7.73 USD	1 DZN	7.73 USD
	Supplier Part Auxiliary ID 125328					
		Manufacturer Name SANFORD CORP Manufacturer Part ID 30001				
Total						275.34 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 vendorhelp@tamu.edu.</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 systemvouchers@tamus.edu</p> <p>301 Tarrow RM 345</p> <p>College Station, TX 77840</p> <p>United States</p>