



## 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.
<b>Aug 31, 2021</b>	<b>AB0647778</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:	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	<b>Delivery Address</b>	
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:	Linda Stevermer
Pre-Pay & Add	No	Business Computing Services	
Payment Terms	1% 10, Net 30	Moore/Connally Bldg	
Contract Number - Header	<i>no value</i>	Room	304
Contract Number - Line	<i>no value</i>	301 Tarrow St	
Quote number		College Station, TX 77840-7896	
		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	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 8	BIC Velocity Mechanical Pencils, No. 2 Hard Lead, 12/Pack (MV11)	515555	DZN	11.44 USD	1 DZN	11.44 USD
	Supplier Part Auxiliary ID	515555				
		Manufacturer Name	BIC CORPORATION			
		Manufacturer Part ID	40827/MV11			
2 of 8	Pentel EnerGel RTX Gel Pens, Needle Tip Extra Fine Point, Black Ink, Dozen (BLN73-A)	2639680	DZN	22.89 USD	1 DZN	22.89 USD
	Supplier Part Auxiliary ID	2639680				
		Manufacturer Name	PENTEL OF AMERICA LTD			

		Manufacturer Part ID	BLN73A			
3 of 8	Scotch Packing Tape Hand Dispenser, 3"W Core, Red (DP-300-RD)	MMMDP300RD	EA	9.70 USD	1 EA	9.70 USD
	Supplier Part Auxiliary ID 503525					
		Manufacturer Name	Essendant			
		Manufacturer Part ID	MMMDP300RD			
4 of 8	Expo Whiteboard Care Dry Erase Cleaner, Blue (81803)	120741	EA	2.82 USD	5 EA	14.10 USD
	Supplier Part Auxiliary ID 120741					
		Manufacturer Name	SANFORD CORP			
		Manufacturer Part ID	81803			
5 of 8	Expo Whiteboard Care Cleaner, Blue (1752229)	807747	EA	6.47 USD	1 EA	6.47 USD
	Supplier Part Auxiliary ID 807747					
		Manufacturer Name	SANFORD CORP			
		Manufacturer Part ID	1752229			
6 of 8	Rubbermaid Microfiber Rags, Red, 24/Pack (1820577)	219296	PK	8.05 USD	1 PK	8.05 USD
	Supplier Part Auxiliary ID 219296					
		Manufacturer Name	Rubbermaid Commercial Products			
			187151			
		Manufacturer Part ID	1820577			
7 of 8	Vanity Fair Everyday Luncheon Napkins, 2-Ply, White, 300/Pack (35503/14)	1645765	PK	5.09 USD	1 PK	5.09 USD
	Supplier Part Auxiliary ID 1645765					
		Manufacturer Name	GA Consumer Products			
		Manufacturer Part ID	35503/14			
8 of 8	Scotch-Brite Non-Scratch Scrub Sponge, Blue, 6/Pack (526-5)	2460707	PK	8.37 USD	1 PK	8.37 USD
	Supplier Part Auxiliary ID 2460707					
		Manufacturer Name	3M CORPORATION			
		Manufacturer Part ID	5265			
Total					86.11 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>