

## 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>Feb 12, 2022</b>	<b>AB0688740</b>	<b>1</b>	<b>Feb 26, 2022</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:	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	<b>Delivery Address</b>	
Address	1225 W 20TH ST HOUSTON, Texas 770083315 United States	TAMUS Member:	01-Texas A&M System Offices (01)
FOB / FREIGHT	Destination	Attn:	Sandra Marshall
Pre-Pay & Add	No	Office of Board of Regents	
Payment Terms	1% 10, Net 30	MSC	
Contract Number - Header	<i>no value</i>	Suite	L500
Contract Number - Line	<i>no value</i>	1123 TAMU	
Quote number		College Station, TX 77843-1123	
		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 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 3	Staples Heavy Duty 2" 3-Ring View Binders, Gray (56330-CC/26351)	976041	EA	8.04 USD	11 EA	88.44 USD
	Supplier Part Auxiliary ID	976041				

		Manufacturer Name	STAPLES BRANDS GROUP				
		Manufacturer Part ID	ST56330CC				
2 of 3	Staples Heavy Duty 3" 3-Ring View Binders, Gray (56331-CC/26368)	976043	EA	8.55 USD	4 EA	34.20 USD	
	Supplier Part Auxiliary ID 976043						
		Manufacturer Name	STAPLES BRANDS GROUP				
		Manufacturer Part ID	ST56331CC				
3 of 3	Staples Heavy Duty 1 1/2" 3-Ring View Binders, Gray (56329-CC/26342)	976037	EA	7.51 USD	9 EA	67.59 USD	
	Supplier Part Auxiliary ID						
		Manufacturer Name	STAPLES BRANDS GROUP				
		Manufacturer Part ID	ST56329CC				
Total						<b>190.23 USD</b>	

**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 vendorhelp@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  
 301 Tarrow RM 345  
 College Station, TX 77840  
 United States