

## 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>Sep 14, 2022</b>	<b>AB0747046</b>	<b>1</b>	<b>Sep 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 8	Avery TrueBlock Laser/Inkjet File Folder Labels, 2/3" x 3 7/16" Clear, 450 Labels Per Pack (5029)	500623	PK	18.98 USD	1 PK	18.98 USD
	Supplier Part Auxiliary ID	500623				
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	05029			

2 of 8	Avery Ultra Tabs, 3" Wide, White, 24/Pack (74776)	2607139	EA	4.56 USD	2 EA	9.12 USD
	Supplier Part Auxiliary ID	2607139				
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	74776			
3 of 8	Standard Lanyard, Black	494813	EA	0.62 USD	50 EA	31.00 USD
	Supplier Part Auxiliary ID	494813				
		Manufacturer Name	Baumgarten			
		Manufacturer Part ID	68909			
4 of 8	Neenah Paper 65 lb. Cardstock Paper, 8.5" x 11", Bright White, 250 Sheets/Pack (91904/92904)	496791	PK	10.17 USD	3 PK	30.51 USD
	Supplier Part Auxiliary ID	496791				
		Manufacturer Name	NEENAH PAPER INC (NSP			
		Manufacturer Part ID	91904/92904			
5 of 8	Dymo LabelWriter Address 30251 Label Printer Labels, 1.13"W, Black On White, 130 Labels/Roll, 2 Rolls/Box	385581	BX	7.25 USD	2 BX	14.50 USD
	Supplier Part Auxiliary ID	385581				
		Manufacturer Name	Sanford			
		Manufacturer Part ID	30251			
6 of 8	Quality Park Tech-No-Tear Redi-Strip Catalog Envelopes, 9" x 12", White, 100/Box (QUA77390)	639696	BX	68.87 USD	2 BX	137.74 USD
	Supplier Part Auxiliary ID	639696				
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	QUA77390			
7 of 8	Quality Park Redi-Strip Catalog Envelopes, 10" x 13", White Wove, 100/Box (QUA44782)	377351	BX	45.53 USD	1 BX	45.53 USD
	Supplier Part Auxiliary ID	377351				
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	QUA44782			
8 of 8	Quality Park Redi-Seal Catalog Envelopes, 6.5" x 9.5", White Wove, 100/Box (QUA43317)	508886	BX	26.15 USD	2 BX	52.30 USD
	Supplier Part Auxiliary ID	508886				
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	QUA43317			
				Total	<b>339.68 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](mailto: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](mailto:systemvouchers@tamus.edu)

301 Tarrow RM 345

College Station, TX 77840

United States