



### 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>Nov 1, 2022</b>	<b>AB0761291</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:	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 4	Avery Insert Refills ID Cards, White, 300/Box (5392)	538355	BX	11.08 USD	3 BX	33.24 USD
	Supplier Part Auxiliary ID	538355				
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	05392			

2 of 4	Avery Matte Postcards, 6" x 4", White, 100/Box (8386)	437231	BX	16.98 USD	2 BX	33.96 USD
	Supplier Part Auxiliary ID 437231					
			Manufacturer Name	Avery Products Corporation		
		Manufacturer Part ID	08386			
3 of 4	Avery Clean Edge Business Cards, 3.5" x 2", Uncoated, Ivory, 200/Pack (5876)	491900	PK	10.50 USD	3 PK	31.50 USD
	Supplier Part Auxiliary ID 491900					
			Manufacturer Name	Avery Products Corporation		
		Manufacturer Part ID	05876			
4 of 4	Avery Small 2"H x 3.5"W White Matte Table Tents, Inkjet/Laser, 160/Box	659759	BX	14.40 USD	2 BX	28.80 USD
	Supplier Part Auxiliary ID 659759					
			Manufacturer Name	Avery Products Corporation		
		Manufacturer Part ID	05302			
					Total	<b>127.50 USD</b>

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>Texas A&amp;M University System  ***Do Not Mail Invoices***  Email invoices to systemvouchers@tamus.edu  301 Tarrow RM 345  College Station, TX 77840  United States</p>