



### 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 30, 2022</b>	<b>AB0768071</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:	Freda Strzelec	
Email:	FREDA@TAMUS.EDU	
Phone:	+1 979-458-6460	

### 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:	Freda Strzelec
Pre-Pay & Add	No	FAMIS Services	
Payment Terms	1% 10, Net 30	Moore/Connally Bldg	
Contract Number - Header	<i>no value</i>	Floor	1st, #107
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 1	2023 AT-A-GLANCE DayMinder Premiere 8" x 11.75", Monthly Planner, Black (G470H-00-23)	24514518	EA	12.22 USD	1 EA	12.22 USD
	Supplier Part Auxiliary ID	24514518				
		Manufacturer Name	ACCO BRANDS USA LLC			
		Manufacturer Part ID	G470H0023			
<b>Total</b>						<b>12.22 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