

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.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
May 10, 2023	AB0810994	1	May 19, 2023
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
Buyer Contact:			
Buyer	Buyer Email	Buyer Phone Number	
<i>no value</i>	<i>no value</i>	<i>no value</i>	
Customer Contact:			
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	Delivery Address	
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	
		Delivery Information	
		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 9	Post-it Tabs, 2" Wide, Lined, Assorted Colors, 24 Tabs/Pack (686F-1)	599397	PK	2.56 USD	3 PK	7.68 USD
	Supplier Part Auxiliary ID	599397				
		Manufacturer Name	3M CORPORATION			
		Manufacturer Part ID	686F1			

2 of 9	Post-it Durable Tabs, 2" Wide, Solid, Red, 50 Tabs/Pack (686F-50RD)	689378	PK	8.21 USD	1 PK	8.21 USD
	Supplier Part Auxiliary ID	689378				
		Manufacturer Name	3M CORPORATION			
		Manufacturer Part ID	686F50RD			
3 of 9	Logitech M187 Mini Wireless Optical Mouse, Black (910-002726)	142312	EA	17.12 USD	4 EA	68.48 USD
	Supplier Part Auxiliary ID	142312				
		Manufacturer Name	LOGITECH INC.			
		Manufacturer Part ID	910002726			
4 of 9	Scotch Heavy Duty Shipping Packing Tape with Dispenser, 1.88" x 22 yds., Clear, 6 Rolls (142-6)	495492	PK	14.94 USD	1 PK	14.94 USD
	Supplier Part Auxiliary ID	495492				
		Manufacturer Name	3M CORPORATION			
		Manufacturer Part ID	1426			
5 of 9	Scotch Heavy-Duty Shipping Packing Tape, 1.88" x 54.6 yds., Clear, 6 Rolls (3850-6-ESF)	483072	PK	25.24 USD	1 PK	25.24 USD
	Supplier Part Auxiliary ID	483072				
		Manufacturer Name	3M CORPORATION			
		Manufacturer Part ID	38506			
6 of 9	Hammermill Copy Plus 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 5000 Sheets/Carton (105007)	122374	CT	50.70 USD	4 CT	202.80 USD
	Supplier Part Auxiliary ID	122374				
		Manufacturer Name	INTERNATIONAL PAPER			
		Manufacturer Part ID	105007CT/27061			
7 of 9	HP 414A Black Standard Yield Toner Cartridge (W2020A), print up to 2400 pages	24398984	EA	87.75 USD	2 EA	175.50 USD
	Supplier Part Auxiliary ID	24398984				
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	W2020A			
8 of 9	HP 414A Yellow Standard Yield Toner Cartridge (W2022A), print up to 2100 pages	24399007	EA	113.55 USD	1 EA	113.55 USD
	Supplier Part Auxiliary ID	24399007				
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	W2022A			

9 of 9	Staples Mouse Pad, Black (382955-CC)	382955	EA	1.38 USD	4 EA	5.52 USD
	Supplier Part Auxiliary ID	382955				
		Manufacturer Name	AMERICAN COVERS			
		Manufacturer Part ID	382955			
Total						621.92 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>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</p>