



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.
Jun 12, 2023	AB0820066	0
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 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 6	Neenah Bright White Cardstock, 8.5" x 11", 65 lb., 250 Sheets/Pack (91904/92904)	496791	PK	10.48 USD	2 PK	20.96 USD
	Supplier Part Auxiliary ID	496791				
		Manufacturer Name	NEENAH PAPER INC (NSP)			
		Manufacturer Part ID	91904/92904			
2 of 6	Avery Heavy Duty 1/2" 3-Ring View Binders, Slant Ring, Black (5233)	520155	EA	6.46 USD	6 EA	38.76 USD

	Supplier Part Auxiliary ID	520155				
			Manufacturer Name	Avery Products Corporation		
			Manufacturer Part ID	5233		
3 of 6	uniball 207 Retractable Gel Pens, Medium Point, 0.7mm, Black Ink, 12/Pack (33950)	559215	DZN	13.32 USD	2 DZN	26.64 USD
	Supplier Part Auxiliary ID	559215				
			Manufacturer Name	UNI-BALL CORPORATION		
			Manufacturer Part ID	33950		
4 of 6	uniball 207 Retractable Gel Pens, Medium Point, 0.7mm, Blue Ink, 12/Pack (33951)	559217	DZN	14.95 USD	1 DZN	14.95 USD
	Supplier Part Auxiliary ID	559217				
			Manufacturer Name	UNI-BALL CORPORATION		
			Manufacturer Part ID	33951		
5 of 6	Pilot G2 Retractable Gel Pens, Fine Point, Blue Ink, Dozen (31021)	424575	DZN	11.87 USD	2 DZN	23.74 USD
	Supplier Part Auxiliary ID	424575				
			Manufacturer Name	PILOT CORP		
			Manufacturer Part ID	31021		
6 of 6	Fellowes Shredder Bags 25 Gal., 50/Box (36056)	573957	BX	26.46 USD	2 BX	52.92 USD
	Supplier Part Auxiliary ID	573957				
			Manufacturer Name	FELLOWES		
			Manufacturer Part ID	36056		
Total						177.97 USD

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