

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
Aug 9, 2023	AB0836679	1	Aug 25, 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:	Cynthia Powers		
Email:	CPOWERS@TAMUS.EDU		
Phone:	+1 202-684-9933		

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:	Cindy Powers
Pre-Pay & Add	No	Office of Federal Relations	
Payment Terms	1% 10, Net 30	Suite	400
Contract Number - Header	<i>no value</i>	1747 Pennsylvania Ave	
Contract Number - Line	<i>no value</i>	Washington, DC 20006	
Quote number		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 5	Staples Recycled File Folder, 1/3-Cut Tab, Letter Size, Manila, 250/Box (ST56673-CC)	221689	BX	22.55 USD	1 BX	22.55 USD
	Supplier Part Auxiliary ID	221689				

Manufacturer Name Worklife Brands
 Manufacturer Part ID ST56673CC

2 of 5	Staples File Folder, 1/3 Cut, Letter Size, Assorted Colors, 100/Box (TR875429)	875429	BX	14.52 USD	1 BX	14.52 USD
	Supplier Part Auxiliary ID 875429					
	Manufacturer Name Worklife Brands Manufacturer Part ID ST22953CC					
3 of 5	Staples Reinforced File Pocket, 5 1/4" Expansion, Letter Size, Brown, 10/Box (ST418335-CC)	418335	BX	13.21 USD	1 BX	13.21 USD
	Supplier Part Auxiliary ID 418335					
	Manufacturer Name STAPLES BRANDS GROUP Manufacturer Part ID ST418335CC					
4 of 5	Brentwood 50.7 oz. Electric Kettle, Brushed Stainless Steel (KT-1780)	1196701	EA	44.28 USD	1 EA	44.28 USD
	Supplier Part Auxiliary ID					
	Manufacturer Name Petra Industries Manufacturer Part ID BTWKT1780					
5 of 5	Walco Stainless 7201 Windsor Teaspoon, 5 15/16" Stainless Steel, 36/Carton (89130)	2476271	CT	16.57 USD	1 CT	16.57 USD
	Supplier Part Auxiliary ID					
	Manufacturer Name eTundra Manufacturer Part ID 89130					
Total					111.13 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