

Revised Purchase Order



| Purchase Order | | | |
|---|--------------------|---------------------------|---------------------|
| Purchase Order Date | PO/Reference No. | Revision No. | Revision Date |
| Sep 1, 2023 | AB0843851 | 1 | Sep 28, 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: | Jacqueline Bell | | |
| Email: | JBELL@TAMUS.EDU | | |
| Phone: | +1 979-845-9600 | | |

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.

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: | Jackie Bell |
| 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 12 | Avery Clean Edge Printable Laser Business Cards, 2" x 3.5", White, 200/Pack (5871) | 491899 | PK | 11.58 USD | 4 PK | 46.32 USD |
| | Supplier Part Auxiliary ID | 491899 | | | | |
| | | Manufacturer Name | Avery Products Corporation | | | |
| | | Manufacturer Part ID | 05871 | | | |

| | | | | | | |
|----------------------|---|----------------|----------------------------|-----------|-------|------------|
| 2 of 12 | Sharpie Permanent Marker, Ultra Fine Tip, Black, Dozen (37001) | 642736 | DZN | 7.67 USD | 1 DZN | 7.67 USD |
| | Supplier Part Auxiliary ID 642736 | | | | | |
| | Manufacturer Name | | SANFORD CORP | | | |
| Manufacturer Part ID | | 37001 | | | | |
| 3 of 12 | Hammermill Copy Plus 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 2500 Sheets/Carton (105650) | 1181122 | CT | 35.04 USD | 4 CT | 140.16 USD |
| | Supplier Part Auxiliary ID 1181122 | | | | | |
| | Manufacturer Name | | INTERNATIONAL PAPER | | | |
| Manufacturer Part ID | | 105650 | | | | |
| 4 of 12 | Avery Matte Postcards, 6" x 4", White, 100/Box (8386) | 437231 | BX | 16.98 USD | 1 BX | 16.98 USD |
| | Supplier Part Auxiliary ID 437231 | | | | | |
| | Manufacturer Name | | Avery Products Corporation | | | |
| Manufacturer Part ID | | 08386 | | | | |
| 5 of 12 | Avery TrueBlock Laser/Inkjet File Folder Labels, 2/3" x 3 7/16" Clear, 450 Labels Per Pack (5029) | 500623 | PK | 21.63 USD | 1 PK | 21.63 USD |
| | Supplier Part Auxiliary ID 500623 | | | | | |
| | Manufacturer Name | | Avery Products Corporation | | | |
| Manufacturer Part ID | | 05029 | | | | |
| 6 of 12 | Quality Park Redi-Strip Catalog Envelopes, 10" x 13", White Wove, 100/Box (QUA44782) | 377351 | BX | 23.26 USD | 2 BX | 46.52 USD |
| | Supplier Part Auxiliary ID 377351 | | | | | |
| | Manufacturer Name | | ESSELTE AMERICA | | | |
| Manufacturer Part ID | | QUA44782 | | | | |
| 7 of 12 | 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 | | | | |
| 8 of 12 | Staples Sticky Notes, 1.38 x 1.88", 100 Sheets/Pad, 12 Pads/Pack (S152YR/1252554) | 105791 | DZN | 4.26 USD | 1 DZN | 4.26 USD |
| | Supplier Part Auxiliary ID 105791 | | | | | |
| | Manufacturer Name | | 3M CORPORATION | | | |
| Manufacturer Part ID | | S152YR/1252554 | | | | |

| | | | | | | |
|----------|--|----------------------|-------------------|-----------------|-------------------|------------|
| 9 of 12 | Post-it Pop-up Notes, 3" x 3", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack (R330-YW) | 202184 | DZN | 14.64 USD | 1 DZN | 14.64 USD |
| | Supplier Part Auxiliary ID 202184 | | | | | |
| | | | Manufacturer Name | 3M CORPORATION | | |
| | | Manufacturer Part ID | | R330YW | | |
| 10 of 12 | HP 414A Cyan Standard Yield Toner Cartridge (W2021A), print up to 2100 pages | 24398985 | EA | 113.55 USD | 2 EA | 227.10 USD |
| | Supplier Part Auxiliary ID 24398985 | | | | | |
| | | | Manufacturer Name | HEWLETT PACKARD | | |
| | | Manufacturer Part ID | | W2021A | | |
| 11 of 12 | HP 414A Magenta Standard Yield Toner Cartridge (W2023A), print up to 2100 pages | 24398991 | EA | 113.55 USD | 2 EA | 227.10 USD |
| | Supplier Part Auxiliary ID 24398991 | | | | | |
| | | | Manufacturer Name | HEWLETT PACKARD | | |
| | | Manufacturer Part ID | | W2023A | | |
| 12 of 12 | 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 | | |
| Total | | | | | 948.84 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