

### Revised Purchase Order



Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
<b>Oct 19, 2023</b>	<b>AB0859041</b>	<b>1</b>	<b>Oct 30, 2023</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:	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	<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:	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	
		<b>Delivery Information</b>	
		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.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 10	Avery Clean Edge Printable Laser Business Cards, 2" x 3.5", White, 200/Pack (5871)	491899	PK	11.58 USD	3 PK	34.74 USD
	Supplier Part Auxiliary ID	491899				
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	05871			

2 of 10	Avery Printable Laser/Inkjet Name Badge Insert Refills, 3" x 4", White, 300 Inserts Per Box (5392)	538355	BX	12.63 USD	2 BX	25.26 USD
	Supplier Part Auxiliary ID	538355				
		Manufacturer Name	Avery Products Corporation			
		Manufacturer Part ID	05392			
3 of 10	DYMO LabelWriter 30251 Mailing Address Labels, 3-1/2" x 1-1/8", Black on White, 130 Labels/Roll, 2 Rolls/Box (30251)	385581	BX	7.59 USD	3 BX	22.77 USD
	Supplier Part Auxiliary ID	385581				
		Manufacturer Name	Sanford			
		Manufacturer Part ID	30251			
4 of 10	Swingline Standard Staples, 1/4" Length, 210 Per Strip, 5,000/Box, 3 Boxes (S7035104)	514170	PK	4.20 USD	1 PK	4.20 USD
	Supplier Part Auxiliary ID	514170				
		Manufacturer Name	GENERAL BINDING			
		Manufacturer Part ID	S7035104			
5 of 10	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			
6 of 10	Hammermill Colors Multipurpose Paper, 24 lbs., 8.5" x 11", Canary, 500 Sheets/Ream (104307)	813192	RM	9.67 USD	2 RM	19.34 USD
	Supplier Part Auxiliary ID	813192				
		Manufacturer Name	INTERNATIONAL PAPER			
		Manufacturer Part ID	HAM104307			
7 of 10	Hammermill Colors Multipurpose Paper, 24 lbs., 8.5" x 11", Blue, 500 Sheets/Ream (103671)	813194	RM	13.30 USD	2 RM	26.60 USD
	Supplier Part Auxiliary ID	813194				
		Manufacturer Name	INTERNATIONAL PAPER			
		Manufacturer Part ID	HAM103671			
8 of 10	uniball 207 Retractable Gel Pens, Medium Point, 0.7mm, Black Ink, 12/Pack (33950)	559215	DZN	13.32 USD	3 DZN	39.96 USD
	Supplier Part Auxiliary ID	559215				
		Manufacturer Name	UNI-BALL CORPORATION			
		Manufacturer Part ID	33950			

9 of 10	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point, Black Ink, Dozen (BK93-A)	808401	DZN	15.51 USD	1 DZN	15.51 USD
	Supplier Part Auxiliary ID 808401					
			Manufacturer Name	PENTEL OF AMERICA LTD		
		Manufacturer Part ID	BK93A			
10 of 10	Hammermill Fore MP Colors Multipurpose Paper, 20 lbs., 8.5" x 11", Canary, 500 Sheets/Ream (103341)	617262	RM	8.94 USD	1 RM	8.94 USD
	Supplier Part Auxiliary ID 617262					
			Manufacturer Name	INTERNATIONAL PAPER		
		Manufacturer Part ID	103341			
Total					<b>218.28 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.

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