



### 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.
<b>Apr 28, 2024</b>	<b>AB0912697</b>	<b>0</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	

### 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.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	HP 414A Black Standard Yield Toner Cartridge (W2020A)	24398984	EA	90.37 USD	2 EA	180.74 USD
	Supplier Part Auxiliary ID	24398984				
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	W2020A			
2 of 4	Avery Index Maker Unpunched Paper Dividers with Print & Apply Label Sheets, 3 Tabs, White (11442)	587385	BX	97.31 USD	4 BX	389.24 USD

	Supplier Part Auxiliary ID					
	Manufacturer Name		Avery Products Corporation			
	Manufacturer Part ID		11442			
3 of 4	Staples 1/2" 3-Ring Non-View Binder, Black (ST26851-CC)	1337665	EA	3.80 USD	12 EA	45.60 USD
	Supplier Part Auxiliary ID 1337665					
	Manufacturer Name		STAPLES BRANDS GROUP			
	Manufacturer Part ID		ST26851CC			
4 of 4	Hammermill Copy Plus 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 5000 Sheets/Carton (105007)	122374	CT	50.70 USD	2 CT	101.40 USD
	Supplier Part Auxiliary ID 122374					
	Manufacturer Name		INTERNATIONAL PAPER			
	Manufacturer Part ID		105007CT/27061			
<b>Total</b>						<b>716.98 USD</b>

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&amp;M University System            ***Do Not Mail Invoices***            Email invoices to systemvouchers@tamus.edu            301 Tarrow RM 345            College Station, TX 77840            United States</p>