



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Jul 3, 2024	AB0932666	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:	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 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 7	Hammermill Copy Plus 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 5000 Sheets/Carton (105007)	122374	CT	52.22 USD	4 CT	208.88 USD
	Supplier Part Auxiliary ID	122374				
		Manufacturer Name	INTERNATIONAL PAPER			
		Manufacturer Part ID	105007CT/27061			
2 of 7	Scotch Magic Invisible Tape Refill, 3/4" x 27.77 yds., 6/Pack (810K6)	610758	PK	20.74 USD	1 PK	20.74 USD

	Supplier Part Auxiliary ID	610758					
			Manufacturer Name	3M CORPORATION			
			Manufacturer Part ID	810K6			
3 of 7	Astrobrights 65 lb. Card Stock Paper, 8.5" x 11", Vulcan Green, 250 Sheets/Ream (WAU21869)	2657429	PK	14.41 USD	1 PK	14.41 USD	
	Supplier Part Auxiliary ID						
			Manufacturer Name	NEENAH PAPER INC (NSP			
			Manufacturer Part ID	WAU21869			
4 of 7	Staples Reinforced Expanding Wallet, Elastic Closure, Letter Size, Brown, 10/Box (TR422675)	422675	BX	19.12 USD	2 BX	38.24 USD	
	Supplier Part Auxiliary ID	422675					
			Manufacturer Name	TOPS PRODUCTS LLC			
			Manufacturer Part ID	ST422675CC			
5 of 7	DYMO LabelWriter 30911 Time Expiring Name Badge Labels, 4" x 2-1/4", Black on White, 250 Labels/Roll (30911)	867615	RO	35.01 USD	2 RO	70.02 USD	
	Supplier Part Auxiliary ID	867615					
			Manufacturer Name	Sanford			
			Manufacturer Part ID	30911			
6 of 7	Rolodex Mesh Deep Desk Drawer Organizer, 6 Compartments, Black, 11 7/8" x 15 1/4"	ROL22131	EA	15.15 USD	2 EA	30.30 USD	
	Supplier Part Auxiliary ID	806739					
			Manufacturer Name	Essendant			
			Manufacturer Part ID	ROL22131			
7 of 7	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	7.97 USD	4 BX	31.88 USD	
	Supplier Part Auxiliary ID	385581					
			Manufacturer Name	Sanford			
			Manufacturer Part ID	30251			
Total						414.47 USD	

Billing Information	Billing Address
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.	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

Invoice must include the PO/Reference number shown above.