



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Aug 19, 2024</b>	<b>AB0946622</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>
scc - Crowdus, Sterling	scrowdus@tamus.edu	979.845.6947
<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	no value	Suite	L500
Contract Number - Line	no value	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**

**Shipping Instructions**

Note to Supplier

This purchase order shall reference the attached TAMUS Standard Terms and Conditions (Exhibit A).

Include PO no. on all invoices. Make certain invoice is referenced correctly & sent to the email address noted in the BILL TO section of this PO.

Attachments for supplier

Exhibit A - TAMUS...

**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 14	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 14	uniball 207 Retractable Gel Pens, Medium Point, 0.7mm, Black Ink, 12/Pack (33950)	559215	DZN	13.78 USD	3 DZN	41.34 USD
	Supplier Part Auxiliary ID	559215				
			Manufacturer Name	UNI-BALL CORPORATION		
			Manufacturer Part ID	33950		
3 of 14	Avery Index Maker Unpunched Paper Dividers with Print & Apply Label Sheets, 3 Tabs, White (11442)	587385	BX	97.31 USD	3 BX	291.93 USD
	Supplier Part Auxiliary ID					
			Manufacturer Name	Avery Products Corporation		
			Manufacturer Part ID	11442		
4 of 14	Staples 67 lb. Cover Stock Paper, 8.5" x 11", White, 250 Sheets/Pack (82991)	490882	PK	6.96 USD	4 PK	27.84 USD
	Supplier Part Auxiliary ID	490882				
			Manufacturer Name	NEENAH PAPER INC (NSP)		
			Manufacturer Part ID	82991		
5 of 14	Hammermill Colors Multipurpose Paper, 24 lbs., 8.5" x 11", Blue, 500 Sheets/Ream (103671)	813194	RM	13.70 USD	4 RM	54.80 USD
	Supplier Part Auxiliary ID	813194				
			Manufacturer Name	INTERNATIONAL PAPER		
			Manufacturer Part ID	HAM103671		
6 of 14	Hammermill Colors Multipurpose Paper, 24 lbs., 8.5" x 11", Canary, 500 Sheets/Ream (104307)	813192	RM	9.96 USD	6 RM	59.76 USD
	Supplier Part Auxiliary ID	813192				
			Manufacturer Name	INTERNATIONAL PAPER		
			Manufacturer Part ID	HAM104307		
7 of 14	Avery TrueBlock Laser/Inkjet File Folder Labels, 2/3" x 3 7/16" Clear, 450 Labels Per Pack (5029)	500623	PK	21.63 USD	2 PK	43.26 USD
	Supplier Part Auxiliary ID	500623				
			Manufacturer Name	Avery Products Corporation		
			Manufacturer Part ID	05029		
8 of 14	Staples Reinforced File Pocket, 5.25" Expansion, Letter Size, Brown, 10/Box (ST418335)	418335	BX	13.21 USD	2 BX	26.42 USD

	Supplier Part Auxiliary ID	418335				
			Manufacturer Name	TOPS PRODUCTS LLC		
			Manufacturer Part ID	ST418335CC		
9 of 14	Southworth Parchment Specialty Multipurpose Paper, 24 lbs., 8.5" x 11", Ivory, 100/Box (P984CK)	619291	BX	11.00 USD	3 BX	33.00 USD
	Supplier Part Auxiliary ID	619291				
			Manufacturer Name	NEENAH PAPER INC (NSP		
			Manufacturer Part ID	P984CK		
10 of 14	Swingline Shredder Oil 16 oz. (1760049)	488325	EA	27.51 USD	1 EA	27.51 USD
	Supplier Part Auxiliary ID	488325				
			Manufacturer Name	GENERAL BINDING		
			Manufacturer Part ID	1760049		
11 of 14	Fellowes Shredder Bags 25 Gal., 50/Box (36056)	573957	BX	26.46 USD	2 BX	52.92 USD
	Supplier Part Auxiliary ID	573957				
			Manufacturer Name	FELLOWES		
			Manufacturer Part ID	36056		
12 of 14	Hammermill Fore MP Colors Multipurpose Paper, 20 lbs., 8.5" x 11", Canary, 500 Sheets/Ream (103341)	617262	RM	9.21 USD	3 RM	27.63 USD
	Supplier Part Auxiliary ID	617262				
			Manufacturer Name	INTERNATIONAL PAPER		
			Manufacturer Part ID	103341		
13 of 14	Hammermill Colors Multipurpose Paper, 20 lbs., 8.5" x 11", Green, 500 Sheets/Ream (103366)	841528	RM	8.56 USD	2 RM	17.12 USD
	Supplier Part Auxiliary ID	841528				
			Manufacturer Name	INTERNATIONAL PAPER		
			Manufacturer Part ID	103366		
14 of 14	ACCO Economy #1 Paper Clips, Silver, 100/Box, 10 Boxes/Pack (A7072385)	160069	PK	9.98 USD	1 PK	9.98 USD
	Supplier Part Auxiliary ID	160069				
			Manufacturer Name	GENERAL BINDING		
			Manufacturer Part ID	72385		
Total						<b>922.39 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>