

Revised Purchase Order



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.	Revision Date
Jan 16, 2025	AB0990095	1	Mar 4, 2025
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		

Order acceptance instructions:

For Terms and Conditions and any other requirements applicable to this Purchase Order, refer to the PO Clauses and Notes to Supplier section. No changes may be made to the contents or pricing of this Purchase Order without written approval from the A&M System Office of Procurement Services.

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	
		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.
	405	TAMUS Standard Terms - Local or State Funds	This Purchase Order shall reference the A&M System Standard Terms and Conditions (Exhibit A) available at the following site; http://assets.system.tamus.edu/files/budgets-acct/pdf/ExhibitA_TAMUS_PO_Terms.pdf . This Exhibit A and any requirements stated within the Purchase Order shall constitute the sole agreement of the parties. In the event of any conflict with any terms stated in a PROVIDER'S quote or proposal, the terms of this Exhibit A shall in all aspects govern and control.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price

1 of 9	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 9	Logitech M317 Compact Wireless Optical Mouse, Black (910-003416)	IM11AP779	EA	21.21 USD	4 EA	84.84 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name INGRAM MICRO SPECIAL ORDER		Manufacturer Part ID 910003416		
3 of 9	uni-ball 207 Retractable Gel Pens, Medium Point, 0.7mm, Black Ink, Dozen (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		
4 of 9	Scotch Sure Start Packing Tape, 1.88" x 25 yds., Clear, 6/Pack (DP1000RF6)	750832	PK	14.58 USD	1 PK	14.58 USD
	Supplier Part Auxiliary ID 750832					
		Manufacturer Name 3M CORPORATION		Manufacturer Part ID DP1000RF6		
5 of 9	Quality Park Redi-Strip Catalog Envelopes, 10" x 13", White Wove, 100/Box (QUA44782)	377351	BX	55.40 USD	1 BX	55.40 USD
	Supplier Part Auxiliary ID 377351					
		Manufacturer Name ESSELTE AMERICA		Manufacturer Part ID QUA44782		
6 of 9	Hammermill 8.5" x 11" Premium Color Copy Paper, 28 lbs., 100 Brightness, 2500 Sheet/Carton (102450)	487226	CT	56.00 USD	1 CT	56.00 USD
	Supplier Part Auxiliary ID 487226					
		Manufacturer Name INTERNATIONAL PAPER		Manufacturer Part ID 102450		
7 of 9	Quality Park Redi-Strip Kraft Catalog Envelopes, 10" x 13", Brown Kraft, 100/Box (QUA44762)	813439	BX	16.89 USD	1 BX	16.89 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name ESSELTE AMERICA		Manufacturer Part ID QUA44762		

8 of 9	Staples TECH Non-Skid Mouse Pad, Black, 2/Pack (2498469)	2498469	PK	12.75 USD	3 PK	38.25 USD
	Supplier Part Auxiliary ID 2498469					
			Manufacturer Name	Worklife Brands		
9 of 9			Manufacturer Part ID	50678		
	Fellowes PlushTouch Foam Non-Skid Mouse Pad/Wrist Rest Combo, Black (9252001)	938392	EA	10.32 USD	2 EA	20.64 USD
	Supplier Part Auxiliary ID 938392					
			Manufacturer Name	FELLOWES		
			Manufacturer Part ID	9252001		
	Total					536.82 USD

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