

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
Feb 3, 2025	AB0995085	3	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 2	TOPS Docket Gold Notepads, 8.5" x 11.75", White, 50 Sheets/Pad, Dozen (63960)	811066	DZN	42.32 USD	3 DZN	126.96 USD
	Supplier Part Auxiliary ID 811066					
		Manufacturer Name RR Donnelley/Moore Wallace NA Inc. TOPS Products Manufacturer Part ID 63960				
2 of 2	HP 62XL/62 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (N9H67FN#140)	1789476	PK	63.79 USD	1 PK	63.79 USD
	Supplier Part Auxiliary ID 1789476					
		Manufacturer Name HEWLETT PACKARD Manufacturer Part ID N9H67FN#140				
Total				190.75 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>