

Revised Purchase Order



Sales Tax Exemption

Texas A&M University is 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 Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Feb 26, 2025	AB1003062	1	Feb 26, 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	
scc - Crowdus, Sterling	scrowdus@tamus.edu	979.845.6947	
Customer Contact:			
Name:	Frances Miller		
Email:	FMILLER@TAMUS.EDU		
Phone:	+1 979-458-6301		

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	HBI OFFICE SOLUTIONS INC	Delivery Address	
Address	308 HWY 75 NORTH STE B HUNTSVILLE, Texas 77320 United States	TAMUS Member:	26-Texas A&M System Shared Service Center (26)
Phone	+1 936-295-4592	Attn:	Chris Court/ Frances Miller
Fax	+1 936-295-5264	IT Services	
FOB / FREIGHT	Destination	Moore/Connally Bldg	
Pre-Pay & Add	No	Room	371F
Payment Terms	0, Net 30	301 Tarrow St	
Contract Number - Header	EI00140-2021MA	1124 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77840	
Quote number	28085	United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Per the attached quote dated 02/21/2025.

Pricing and award are based on the E&I contract referenced in the attached quote.

This purchase order shall reference the attached Exhibit A & B and Attachment A for terms and conditions, and requirements.

The point of contact for delivery and installation is provided on Attachment 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

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Exhibit A & B - T...

Attachment A - Eq...

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 3	Desk - Thermally fused Laminate, Base Finish, Wire Management Finish, Grommet/ Electrical Cut-Out Options	-	EA	3,246.14 USD	1 EA	3,246.14 USD
2 of 3	Grommets-Labor to cut grommets in customer selected locations	-	EA	35.00 USD	1 EA	35.00 USD
3 of 3	Desk removal-Labor	-	EA	125.00 USD	1 EA	125.00 USD
Total						3,406.14 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>TAMUS Shared Service Center- Accounts Payable ***Do Not Mail Invoices*** Email invoices to systemvouchers@tamus.edu 301 Tarrow RM 345 College Station, TX 77840 United States</p>