

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
Mar 20, 2025	AB1009889	4	Mar 25, 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:	Jessica Dees		
Email:	JDEES@RELLIS.TAMUS.EDU		
Phone:	+1 979-317-1019		

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	STEPHANIE HUBBELL	Delivery Address	
Address	112 N Bryan Ave Bryan, Texas 77803-3244 United States	TAMUS Member:	26-Texas A&M System Shared Service Center (26)
Phone	+1 979-218-9109	Attn:	Karen Kraatz/Sarah Goodrich
FOB / FREIGHT	Destination	RELLIS Operations & Administration	
Pre-Pay & Add	No	Bldg #8081	
Payment Terms	0, Net 30	Suite	
Contract Number - Header	<i>no value</i>	1484 Ave A	
Contract Number - Line	<i>no value</i>	Bryan, TX 77807	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Per the attached quotes dated 3/3/2025.

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

Point of contact:
Christopher Nguyen
cnguyen@rellis.tamus.edu

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

Contract - Rellis...

Contract - Rellis...

Contract - Rellis...

Exhibit A - TAMUS...

PO Clauses

Header

001

No Collect Freight Charges Accepted

Neither COD nor "Collect" freight or handling charges will be accepted.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	MAY 21, 2025 - DINNER	.	EA	8,694.40 USD	1 EA	8,694.40 USD
2 of 4	MAY 22,2025 - BOXED LUNCHES	.	EA	4,059.00 USD	1 EA	4,059.00 USD
3 of 4	MAY 22, 2025 - PROGRESSIVE DINNER (PLUS 20% GRATUITY)	.	EA	1,800.00 USD	1 EA	1,800.00 USD
4 of 4	MAY 22, 2025 - PROGRESSIVE CASH BAR SET UP + TICKET (PLUS 20% GRATUITY)	.	EA	3,600.00 USD	1 EA	3,600.00 USD
Total						18,153.40 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>RELLIS Finance - Accounts Payable</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to RELLIS-AP@rellis.tamus.edu</p> <p>1484 Ave A</p> <p>3478 TAMU</p> <p>Bryan, TX 77807</p> <p>United States</p>