



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Sep 22, 2019</b>	<b>AB0483494</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>
<i>no value</i>	<i>no value</i>	<i>no value</i>
<b>Customer Contact:</b>		
Name:	Linda West-Stevermer	
Email:	LSTEVERMER@TAMUS.EDU	
Phone:		

**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.

**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 STREET HOUSTON, TX 770083315 US	TAMUS Member:	26-Texas A&M System Shared Service Center (26)
Phone	+1 713-864-6004	Attn:	Linda Stevermer
FOB / FREIGHT	Destination	Business Computing Services	
Pre-Pay & Add	No	Moore/Connally Bldg	
Payment Terms	1% 10, Net 30	Room	304
Contract Number - Header	<i>no value</i>	301 Tarrow St	
Contract Number - Line	<i>no value</i>	College Station, TX 77840-7896	
Quote number		United States	
		<b>Delivery Information</b>	
		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.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 8	Oxford PressGuard Embossed Report Cover with Fastener, Black (12906)	899668	EA	1.84 USD	2 EA	3.68 USD
	Supplier Part Auxiliary ID	899668				
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	12906			
2 of 8	Oxford PressGuard Embossed Report Cover with Fastener, Dark Blue (12902)	899676	EA	1.77 USD	2 EA	3.54 USD
	Supplier Part Auxiliary ID	899676				
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	12902			

3 of 8	Oxford PressGuard Embossed Report Cover with Fastener, Light Blue (12901)	899643	EA	1.84 USD	2 EA	3.68 USD
Supplier Part Auxiliary ID		899643				
		Manufacturer Name	ESSELTE AMERICA			
		Manufacturer Part ID	12901			
4 of 8	Staples Expanding File Pockets, 5.25" Expansion, Letter Size, Brown, 10/Box (418335/1534G10S)	418335	BX	8.37 USD	1 BX	8.37 USD
Supplier Part Auxiliary ID		418335				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	418335/TR418335			
5 of 8	Duracell Coppertop Alkaline AAA Battery, 36/Pack (MN24P36)	041302	PK	19.87 USD	1 PK	19.87 USD
Supplier Part Auxiliary ID		041302				
		Manufacturer Name	DURACELL DISTRIBUTING INC.			
		Manufacturer Part ID	MN24P36			
6 of 8	Pilot G2 Retractable Gel Pens, Ultra Fine Point, Blue Ink, Dozen (31278)	685680	DZN	12.51 USD	1 DZN	12.51 USD
Supplier Part Auxiliary ID		685680				
		Manufacturer Name	PILOT CORP			
		Manufacturer Part ID	31278			
7 of 8	Lorell Mesh Bookend, Desktop, Black, Steel, Mesh, 2 / Pair	LLR84242	PR	11.33 USD	2 PR	22.66 USD
Supplier Part Auxiliary ID						
		Manufacturer Name	SP Richards (Phili Distro)			
		Manufacturer Part ID	LLR84242			
8 of 8	2020 AT-A-GLANCE 8" x 11-3/4" DayMinder Monthly Planner, Hard Cover, Black (G470H-00-20)	24345861	EA	26.77 USD	1 EA	26.77 USD
Supplier Part Auxiliary ID						
		Manufacturer Name	ACCO BRANDS USA LLC			
		Manufacturer Part ID	G470H0020			
Total					<b>101.08 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 <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</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 <a href="mailto:systemvouchers@tamu.edu">systemvouchers@tamu.edu</a> 301 Tarrow RM 345 College Station, TX 77840 United States</p>