



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Sep 30, 2019	AB0485645	0
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:	Linda West-Stevermer	
Email:	LSTEVMER@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	Delivery Address	
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	
		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.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Lipton Black Tea 0.1 oz. Bags, 100/Box (00291)	382793	BX	5.23 USD	1 BX	5.23 USD
	Supplier Part Auxiliary ID	382793				
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	TJL00291			
2 of 4	2020 AT-A-GLANCE 8 1/4" x 10 7/8" QuickNotes Monthly Planner, 12 Months, January Start (76-06-05-20)	24385052	EA	28.83 USD	1 EA	28.83 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	ACCO BRANDS USA LLC			
		Manufacturer Part ID	76060520			

3 of 4	Officemate Heavy Duty 8"W Steel Book Ends, Black, Pair (93142)	489804	PR	18.04 USD	2 PR	36.08 USD
	Supplier Part Auxiliary ID	489804				
		Manufacturer Name	OFFICEMATE INTERNATIONAL CORP.			
		Manufacturer Part ID	93142			
4 of 4	Staples EasyClose #10 Business Envelopes, 4 1/8" x 9 1/2", White, 100/Box (50307)	394053	BX	6.85 USD	1 BX	6.85 USD
	Supplier Part Auxiliary ID	394053				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	50307			
Total						76.99 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 abvendorhelp@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>