

Revised Purchase Order



Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Oct 15, 2019	AB0490144	1	Nov 1, 2019
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:	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	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 3	Pentel Super Hi-Polymer HB Lead Refills, 0.5mm, 30/PK (C25-HB)	500389	PK	1.29 USD	12 PK	15.48 USD
	Supplier Part Auxiliary ID	500389				
		Manufacturer Name	PENTEL OF AMERICA LTD			
		Manufacturer Part ID	C25HB			

2 of 3	HP 10A Black Toner Cartridge (Q2610A)	503701	EA	130.19 USD	3 EA	390.57 USD
	Supplier Part Auxiliary ID	503701				
		Manufacturer Name	HEWLETT PACKARD			
		Manufacturer Part ID	Q2610A			
3 of 3	Floortex Ultimat Standard 48" x 60" Workstation Chair Mat for Carpet, Polycarbonate (1115023TR)	777834	EA	123.80 USD	1 EA	123.80 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	Floortex aka Falcon Worldwide Distribution			
		Manufacturer Part ID	1115023TR			
Total						529.85 USD

Billing Information

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.

Invoice must include the PO/Reference number shown above.

Billing Address

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