



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Dec 5, 2019</b>	<b>AB0503452</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:	Mamie Gates	
Email:	MAMIE.GATES@TDEM.TEXAS.GOV	
Phone:	+1 512-424-2436	

**Sales Tax Exemption**

Texas Division of Emergency Management 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 Division of Emergency Management.

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 Texas A&M's Department of Procurement Services prior to shipping or performance. This Purchase Order is governed by Texas A&M's Terms & Conditions, which are available online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/>**

Supplier Information		Delivery Information	
Supplier Name	Summus - Staples	<b>Delivery Address</b>	
Address	77 Sugar Creek Ctr Blvd Suite 420 Sugar Land, TX 77478 US	TAMUS Member:	30-Texas Division of Emergency Management (30)
FOB / FREIGHT	Destination	Attn:	Mamie Gates
Pre-Pay & Add	No	Administration	
Payment Terms	0, Net 30	Room	370
Contract Number - Header	<i>no value</i>	1033 La Posada Dr	
Contract Number - Line	<i>no value</i>	Austin, TX 78752	
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.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Smead Reinforced File Jacket, 1" Expansion, Letter Size, Manila, 50/Box (75520)	706242	BX	20.62 USD	1 BX	20.62 USD
	Supplier Part Auxiliary ID	706242				
		Manufacturer Name	SMEAD MANUFACTURING			
		Manufacturer Part ID	75520			
2 of 4	Ozarka 100% Natural Spring Water, 16.91 Oz., 24/Carton (022592053028)	713155	CT	9.42 USD	2 CT	18.84 USD
	Supplier Part Auxiliary ID	713155				
		Manufacturer Name	NESTLE WATERS NORTH AMERICA INC.			
		Manufacturer Part ID	022592053028			

3 of 4	Staples Heavyweight Sheet Protectors, Diamond Clear, 25/Pack (15944)	919789	PK	2.14 USD	1 PK	2.14 USD
Supplier Part Auxiliary ID		919789				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	15944			
4 of 4	2020 AT-A-GLANCE 9" x 11" Recycled Monthly Planner, Black (70-260G-05-20)	24345802	EA	27.08 USD	2 EA	54.16 USD
Supplier Part Auxiliary ID		24345802				
		Manufacturer Name	ACCO BRANDS USA LLC			
		Manufacturer Part ID	70260G0520			
Total						<b>95.76 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>Texas Division of Emergency Mgmt- Accounts Payable ***Do Not Mail Invoices*** Email invoices to <a href="mailto:invoices@tamu.edu">invoices@tamu.edu</a> 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States</p>