



Sales Tax Exemption

The Texas A&M University System Offices are 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 The Texas A&M University System.

The laws of the State of Texas shall govern this Purchase Order.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Dec 17, 2019	AB0506290	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:	Cynthia Grisso	
Email:	CGRISSO@TAMUS.EDU	
Phone:	+1 202-684-9933	

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:	01-Texas A&M System Offices (01)
Phone	+1 713-864-6004	Attn:	Cindy Grisso
FOB / FREIGHT	Destination	Office of Federal Relations	
Pre-Pay & Add	No	Suite	400
Payment Terms	1% 10, Net 30	1747 Pennsylvania Ave	
Contract Number - Header	<i>no value</i>	Washington, DC 20006	
Contract Number - Line	<i>no value</i>	United States	
Quote number		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 10	Duracell Coppertop AA Alkaline Batteries, 36/Pack (MN15P36)	464050	PK	16.72 USD	1 PK	16.72 USD
	Supplier Part Auxiliary ID	464050				
		Manufacturer Name	DURACELL DISTRIBUTING INC.			
		Manufacturer Part ID	MN15P36			
2 of 10	Staples Clasp & Moistenable Glue Catalog Envelopes, 6" x 9", Brown, 100/Box (186999/19267)	186999	BX	9.24 USD	1 BX	9.24 USD
	Supplier Part Auxiliary ID	186999				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	186999/19267			

3 of 10	Staples Clasp & Moistenable Glue Catalog Envelopes, 9"L x 12"H, Brown, 100/Box (187021/19270)	187021	BX	6.50 USD	1 BX	6.50 USD
	Supplier Part Auxiliary ID	187021				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	187021/19270			
4 of 10	Green Mountain Breakfast Blend Coffee, Keurig K-Cup Pods, Light Roast, 24/Box (6520)	707196	BX	12.32 USD	2 BX	24.64 USD
	Supplier Part Auxiliary ID	707196				
		Manufacturer Name	GREEN MOUNTAIN COFFEE INC			
		Manufacturer Part ID	5000330085			
5 of 10	Starbucks Pike Place Coffee, Keurig K-Cup Pods, Medium Roast, 24/Box (9572)	100688	BX	16.42 USD	2 BX	32.84 USD
	Supplier Part Auxiliary ID	100688				
		Manufacturer Name	GREEN MOUNTAIN COFFEE INC			
		Manufacturer Part ID	9572			
6 of 10	Land O'Lakes Mini-Moo's Half and Half Liquid Creamer, 0.28 Fl. Oz., 192/Carton (100718)	344887	CT	13.00 USD	1 CT	13.00 USD
	Supplier Part Auxiliary ID	344887				
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	ORG100718			
7 of 10	Bigelow Premium Decaf Black Tea, Decaffeinated Black Tea, 48 Tea Bags/Box (RCB00356)	865436	BX	6.17 USD	1 BX	6.17 USD
	Supplier Part Auxiliary ID					
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	RCB00356			
8 of 10	Bigelow Assorted Herbal Tea Bags, 28/Pack, 6 Packs/Carton (17578)	379481	CT	20.78 USD	1 CT	20.78 USD
	Supplier Part Auxiliary ID	379481				
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	RCB17578			
9 of 10	Starbucks Pike Place Ground Coffee, Medium Roast (11018186)	954052	EA	11.32 USD	1 EA	11.32 USD
	Supplier Part Auxiliary ID	954052				
		Manufacturer Name	PERFORMANCE FOOD GRP			
		Manufacturer Part ID	SBK11018186			
10 of 10	Starbucks Veranda Blend Ground Coffee, Blonde Roast (11019631)	954053	EA	11.32 USD	2 EA	22.64 USD
	Supplier Part Auxiliary ID	954053				
		Manufacturer Name	PERFORMANCE FOOD GRP			

Manufacturer Part ID

SBK11019631

Total

163.85 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

Texas A&M University System

Do Not Mail Invoices

Email invoices to systemvouchers@tamus.edu

301 Tarrow RM 345

College Station, TX 77840

United States