

Revised Purchase Order



| Purchase Order | | | |
|---|--------------------|---------------------------|---------------------|
| Purchase Order Date | PO/Reference No. | Revision No. | Revision Date |
| Feb 11, 2020 | AB0518390 | 1 | Feb 22, 2020 |
| 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. |
|--------|-----|-------------------------------------|---|

| Line No. | Product Description | Catalog No. | Size / Packaging | Unit Price | Quantity | Ext. Price |
|----------|--|----------------------|------------------|------------|----------|------------|
| 1 of 2 | TOPS JEN Action Planner, 6-3/4" x 8-1/2", 84 Sheets, Cornell Ruled, Glossy Black (TOP 63827) | 811039 | EA | 4.18 USD | 25 EA | 104.50 USD |
| | Supplier Part Auxiliary ID | 811039 | | | | |
| | | Manufacturer Name | RR DONNELLEY | | | |
| | | Manufacturer Part ID | 63827 | | | |

| | | | | | | |
|--------|---|--------|----------------------------|----------|-------------------|----------|
| 2 of 2 | Avery Round Gummed Index Tabs, 1/2" Extension, White, 50/Pack | 019679 | PK | 2.98 USD | 2 PK | 5.96 USD |
| | Supplier Part Auxiliary ID | | | | | |
| | Manufacturer Name | | Avery Products Corporation | | | |
| | Manufacturer Part ID | | 59102 | | | |
| | | | | Total | 110.46 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> |