

## Revised Purchase Order



### 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.

<b>Purchase Order</b>			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
<b>Jul 24, 2020</b>	<b>AB0551687</b>	<b>1</b>	<b>Aug 7, 2020</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:	Lona Reynolds		
Email:	LONA-REYNOLDS@TAMUS.EDU		
Phone:	+1 979-458-6095		

### 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	<b>Delivery Address</b>	
Address	1225 W 20TH STREET HOUSTON, TX 770083315 US	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 713-864-6004	Attn:	KATHY SNIDER/LESLIE LENSER
FOB / FREIGHT	Destination	Chancellor's Office	
Pre-Pay & Add	No	Moore/Connally Bldg	
Payment Terms	1% 10, Net 30	Room	7TH FLOOR
Contract Number - Header	<i>no value</i>	301 Tarrow St	
Contract Number - Line	<i>no value</i>	College Station, TX 77840	
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.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Staples Standard Durable Magnetic Steel Dry-Erase Whiteboard, Steel Black Frame, 5' x 3' (28693-CC)	1781784	EA	129.05 USD	1 EA	129.05 USD
	Supplier Part Auxiliary ID	1781784				
		Manufacturer Name	STAPLES BRANDS GROUP			
		Manufacturer Part ID	52480/28693			
<b>Total</b>						<b>129.05 USD</b>

**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](mailto: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](mailto:systemvouchers@tamus.edu)

301 Tarrow RM 345

College Station, TX 77840

United States