



## Sales Tax Exemption

The Texas A&M Health Science Center 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 the Texas A&M Health Science Center.

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

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>May 21, 2018</b>	<b>AB0367138</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>
sak - King, Susan	sa-king@tamu.edu	979.845.3888
<b>Customer Contact:</b>		
Name:	Barbara Rice	
Email:	RICE@PHARMACY.TAMHSC.EDU	
Phone:	+1 361-221-0684	

### Order acceptance instructions:

**Vendor guarantees that the products delivered or the services performed as a result of the 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's Department of Procurement Services prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	<b>Delivery Address</b>	
Address	PO BOX 650016 DALLAS, TX 752650016 US	TAMUS Member:	23-Texas A&M Health Science Center (23)
Phone	+1 800-595-1011	Attn:	Agatha Moy
FOB / FREIGHT	Destination	COP-Office of Dean	
Pre-Pay & Add	No	Reynolds Medical Bldg	
Payment Terms	0, Net 30	1114 TAMU	
Contract Number - Header	<i>no value</i>	College Station, TX 77843-1114	
Contract Number - Line	<i>no value</i>	United States	
Quote number		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

REF: Quote dated 5/17/18  
 REF: DIR-TSO-3041  
 Dates of Svc: 6/1/18 - 5/31/23

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	102	TAMU Terms & Conditions	Terms & Conditions - Texas A&M University -This purchase order is issued on behalf of Texas A&M University and is governed by the Terms & Conditions found online: <a href="http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/">http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/</a> From this website please select "Texas A&M University" from the drop-down menu.
	113	FOB-DEST/FRT-PP&ALLOW	FOB Destination, Freight Prepaid and Allowed
	210	Product Installation	To be installed. Installation to include receiving, unpacking, assembly and placement at point of use and removal and disposal of all packing material. University dumpsters may not be used for disposal.
	212	Cancellation	This agreement is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using agency.

236	Copier Leases	Vendors please note: The laws of the State of Texas shall govern this purchase order. Texas A&M University is exempt from state sales tax. The exemption is claimed under Chapter 20 Title 122A, revised Civil Statutes of Texas, as the property is being secured for the exclusive use of the State of Texas. All taxes, fees and filing costs related to the possession and use of the equipment during the term of the lease or rental must be included in the monthly lease or rental item. The digital copiers shall be provided on a vendor furnish and install as is. The successful vendor will have complete responsibility for the equipment until it is in place and working. all transportation and coordination arrangements will be the responsibility of the vendor. Delivery of equipment will be coordinated so that items will be delivered directly to the installation site. Texas A&M reserves the right to cancel any purchase order without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature or otherwise not made available to the department. In the event of cancellation, vendor will be given 30 days written notice.
238	Institution of Higher Education Purchase	Purchases made by an Institution of Higher Education, Section 51.9335 Education Code

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	(FY18) Ricoh MPC4504EX Copier. See Attachment A for details & features.	na	MON	306.00 USD	3 MON	918.00 USD
2 of 6	(FY19) Ricoh MPC4504EX Copier. See Attachment A for details & features.	na	MON	306.00 USD	12 MON	3,672.00 USD
3 of 6	(FY20) Ricoh MPC4504EX Copier. See Attachment A for details & features.	na	MON	306.00 USD	12 MON	3,672.00 USD
4 of 6	(FY21) Ricoh MPC4504EX Copier. See Attachment A for details & features.	na	MON	306.00 USD	12 MON	3,672.00 USD
5 of 6	(FY22) Ricoh MPC4504EX Copier. See Attachment A for details & features.	na	MON	306.00 USD	12 MON	3,672.00 USD
6 of 6	(FY23) Ricoh MPC4504EX Copier. See Attachment A for details & features.	na	MON	306.00 USD	9 MON	2,754.00 USD
Total						<b>18,360.00 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 abvendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M Health Science Center-Accounts Payable ***Do Not Mail Invoices*** Email invoices to invoices@tamu.edu 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77845 United States</p>