



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.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Aug 15, 2018	AB0385196	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
mey - Young, Marla	meyoung@tamu.edu	979.845.2139
Customer Contact:		
Name:	John Owens	
Email:	JAOWENS@TAMU.EDU	
Phone:	+1 979-458-4916	

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 the laws of the State of Texas and 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	Hilton Bryan/College Station	Delivery Address	
Address	801 UNIVERSITY DR E COLLEGE STATION, TX 77840 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 979-694-4914	Attn:	
FOB / FREIGHT	Destination	Academic Affairs Business Services	
Pre-Pay & Add	No	Hotard Hall	
Payment Terms	0, Net 30	Room	206
Contract Number - Header	C7535835	4255 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-4255	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

As per attached quote. Dept. to work with the Hilton on the setup details.

Attachments for supplier

Hilton.pdf

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: http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/ From this website please select

"Texas A&M University" from the drop-down menu.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Catering Services for event on August 17, 2018. The Continental to include: Bake shop pastries & assorted muffins; sweet cream butter; honey & preserves. Coffee; decaffeinated coffee & orange juice.	N/A	EA	8.25 USD	750 EA	6,187.50 USD
2 of 4	Catering Service for event on August 17, 2018. Plated Lunch to include: Herb chicken with parmesan mornay sauce; whipped potatoes; green beans; rolls; butter. NY cheesecake & chocolate layered cake. Iced tea & water.	NA	EA	15.95 USD	500 EA	7,975.00 USD
3 of 4	Catering event on August 17, 2018. Plated Lunch to include: Eggplant parmesan; green beans; rolls & butter. NY cheesecake & chocolate layered cake. Iced tea & water.	NA	EA	15.95 USD	250 EA	3,987.50 USD
4 of 4	Gratuity (20%)	NA	LO	3,630.00 USD	1 LO	3,630.00 USD
Total						21,780.00 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-Accounts Payable
Do Not Mail Invoices
Email invoices to invoices@tamu.edu
750 Agronomy Road - Suite 3101
6000 TAMU
College Station, TX 77843-6000
United States