



## 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.
<b>Aug 22, 2018</b>	<b>AB0387130</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>
mey - Young, Marla	meyoung@tamu.edu	979.845.2139
<b>Customer Contact:</b>		
Name:	Cheri Graalum	
Email:	cgraalum@tamu.edu	
Phone:	+1 979-458-3503	

### 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	RICOH USA INC	<b>Delivery Address</b>	
Address	PO BOX 660342 DALLAS, TX 752660342 US	TAMUS Member:	02-Texas A&M University (02)
FOB / FREIGHT	Destination	Attn	Cheri Graalum
Pre-Pay & Add	No	Office Executive VP Finance & Operations	
Payment Terms	0, Net 30	Jack K. Williams Bldg	
Contract Number - Header	DIR-TSO-3041	Suite	202
Contract Number - Line	<i>no value</i>	1181 TAMU	
Quote number		College Station, TX 77843-1181	
		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Utilizing DIR-TSO-3041 & TAMU Right-Sizing Program.

Attachments for supplier

Attachment A to P...

Equipment Cancell...

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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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	(FY19) Ricoh MP6503 Color Option Copier. See Quote for details and features.	n/a	MON	520.00 USD	12 MON	6,240.00 USD
2 of 4	(FY20) Ricoh MP6503 Color Option Copier. See Quote for details and features.	n/a	MON	520.00 USD	12 MON	6,240.00 USD
3 of 4	(FY21) Ricoh MP6503 Color Option Copier. See Quote for details and features.	n/a	MON	520.00 USD	12 MON	6,240.00 USD
4 of 4	(FY22) Ricoh MP6503 Color Option Copier. See Quote for details and features.	n/a	MON	520.00 USD	12 MON	6,240.00 USD
Total					24,960.00 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](mailto: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](mailto:invoices@tamu.edu)  
750 Agronomy Road - Suite 3101  
6000 TAMU  
College Station, TX 77843-6000  
United States