



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.
Oct 15, 2018	AB0400898	original
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
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
Customer Contact:		
Name:	Susan Mitchell	
Email:	SMITCHELL25@TAMU.EDU	
Phone:	+1 979-862-3696	

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	HYATT REGENCY	Delivery Address	
Address	575 LOST PINES ROAD LOST PINES, TX 786124136 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 512-308-4642	Attn:	Cathy Cordova
FOB / FREIGHT	Destination	Office of the Provost	
Pre-Pay & Add	No	Jack K. Williams Bldg	
Payment Terms	0, Net 30	Room	100
Contract Number - Header	<i>no value</i>	1248 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-1248	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Inspire Conference - Sunday, March 31, 2019 through April 3, 2019 as per the attached fully executed contract.

Attachments for supplier

Hyatt Regency Los...

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 5	Food and beverages (Page 4 of the Agreement) for the attendees at the Conference being held from March 31, 2019 - April 3, 2019.	N/A	EA	50,000.00 USD	1 EA	50,000.00 USD
2 of 5	Meeting and Event Space Rental Fee (Page 3 of the Agreement) at the Hotel during the Conference being held from March 31, 2019 - 4/3/2019.	N/A	EA	2,000.00 USD	1 EA	2,000.00 USD
3 of 5	Room rental fees (Page 1 of the Agreement) (\$18,320.00/Day x 3 Days) for the attendees at the Conference being held from March 31, 2019 - April 3, 2019.	N/A	DAY	18,320.00 USD	3 DAY	54,960.00 USD
4 of 5	Resort fee per room (Page 2 of the Agreement) (80 Rooms x \$35/Day x 3 Days) provides for use of resort activities and amenities during Conference being held from March 31, 2019 - April 3, 2019.	N/A	DAY	2,800.00 USD	3 DAY	8,400.00 USD
5 of 5	25% food and beverage service charge (Page 4 of the Agreement) (\$50,000 x 25% = \$12,500.00) during Conference being held from March 31, 2019 - April 3, 2019.	N/A	EA	12,500.00 USD	1 EA	12,500.00 USD
Total						127,860.00 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