



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 18, 2018	AB0402329	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:	By Departmental Accounting Services VPMC	
Email:	PAULA-MARIOTT@TAMU.EDU	
Phone:	+1 979-845-3440	

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	WITT/KIEFFER INC	Delivery Address	
Address	2015 SPRING ROAD STE 510 OAK BROOK, IL 60523 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 630-990-1370	Attn	Amy Smith
FOB / FREIGHT	Destination	Marketing & Communications	
Pre-Pay & Add	No	Jack K Williams Bldg	
Payment Terms	0, Net 30	Room	9
Contract Number - Header	C5535791	1372 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-1372	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Reference TAMU Master Order C5535791 and Fully Executed Contract

Attachments for supplier

Witt Keiffer Full...

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 3	Professional fees - Associated with VP HROE search	na	EA	83,333.00 USD	1 EA	83,333.00 USD
2 of 3	Office Expense (One Time Charge)	na	EA	8,333.00 USD	1 EA	8,333.00 USD
3 of 3	Miscellaneous expense - Covering out of pocket expenses related to the search	na	EA	8,334.00 USD	1 EA	8,334.00 USD
Total						100,000.00 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