



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.

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

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Dec 4, 2018	AB0412934	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:	Veronica Griffin	
Email:	VGRIFFIN@MAYS.TAMU.EDU	
Phone:	+1 979-845-4987	

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	STA TRAVEL	Delivery Address	
Address	585 N JUNIPER DR STE 250 CHANDLER, AZ 85226 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 972-538-8862	Attn	
FOB / FREIGHT	Destination	Business Admin-Dean	
Pre-Pay & Add	No	Wehner Bldg.	
Payment Terms	0, Net 30	Room	440
Contract Number - Header	2019-35579	4113 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-4113	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Washington DC Trip for MBA Program as per the attached fully executed contract.

May 26, 2019 through May 30, 2019

Attachments for supplier

STA Travel - Hote...

PO Clauses

Header	001	No Collect Freight	Neither COD nor "Collect" freight or handling charges will be accepted.
		Charges 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.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	STA - Courtyard Washing, DC/Dupont Circle; Executive MBA Program Travel to Washington DC checking in 5/26/19 and checking out 5/30/19 for 51 students, staff and faculty.	00000	EA	49,011.00 USD	1 EA	49,011.00 USD
2 of 2	STA Travel - Booking of Breakfast for 51 during stay. 51 @ 25.29 each day (2 days).	00000	EA	2,579.58 USD	1 EA	2,579.58 USD
Total						51,590.58 USD

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&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</p>