



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.

Member of the Texas A&M University System.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Aug 27, 2019	AB0476462	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
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	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:	Paige Green
FOB / FREIGHT	Destination	Academic Affairs Business Services	
Pre-Pay & Add	No	Eastmark Bldg.	
Payment Terms	0, Net 30	Room	253A
Contract Number - Header	C5535791	7607 Eastmark Drive	
Contract Number - Line	<i>no value</i>	4255 TAMU	
Quote number		College Station, TX 77840-4255	
		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 - Executive Search Services as per the attached 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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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 4	Initial invoice to assist TAMU in the search for a new Associate Vice President for Enrollment.	N/A	EA	24,000.00 USD	1 EA	24,000.00 USD
2 of 4	One-time office-related expense charge to assist TAMU in the search for a new Associate Vice President for Enrollment.	N/A	EA	7,000.00 USD	1 EA	7,000.00 USD
3 of 4	Two additional invoices for professional fees to assist TAMU in the search for a new Associate Vice President for Enrollment.	N/A	EA	23,000.00 USD	2 EA	46,000.00 USD
4 of 4	Out-of-pocket expenses for candidate or consultant travel and accommodations, video conferences and other consultant-candidate interview costs, advertising, overnight delivery, printing, edu verification, publication costs and any other external expenses	N/A	EA	7,700.00 USD	1 EA	7,700.00 USD
Total						84,700.00 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</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamu.edu</p> <p>750 Agronomy Road - Suite 3101</p> <p>6000 TAMU</p> <p>College Station, TX 77843-6000</p> <p>United States</p>