



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.
Nov 5, 2019	AB0496169	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 Sassano	
Email:	SSASSANO@TAMU.EDU	
Phone:	+1 979-862-3283	

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	VELOCITY OFFICE PRODUCTS	Delivery Address	
Address	335 PENNBRIGHT DR STE 104 HOUSTON, TX 77090 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 888-867-4210	Attn	Susan Sassano
FOB / FREIGHT	Destination	Education Admin & Human Resource Development	
Pre-Pay & Add	No	Harrington Tower	
Payment Terms	0, Net 30	Room	511
Contract Number - Header	Choice Partners Contract #18/015KC-06	4226 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-4226	
Quote number	7-1744-01CP	United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Furnish and Installation as per Choice Partners Contract #18/015KC-06, Velocity Quote #7-1744-01CP and Installation Terms and Conditions.

Attachments for supplier

TAMU EAHR Quote #...

Installation Term...

PO Clauses

Header 001

Neither COD nor "Collect" freight or handling charges will be accepted.

No Collect Freight 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.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	Motivate tables Rect 24Dx60W for room 569/575	HMVR-2460R-NS	EA	811.72 USD	31 EA	25,163.32 USD
2 of 2	Installation	n/a	EA	1,500.00 USD	1 EA	1,500.00 USD
Total						26,663.32 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>