



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Nov 17, 2023	AB0867966	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
sam - McManis, Sean	smcmanis@tamu.edu	979.845.2139
Customer Contact:		
Name:	Amy Tijerina	
Email:	AMY.TIJERINA@TAMUSA.EDU	
Phone:	+1 210-784-1616	

Sales Tax Exemption

Texas A&M University - San Antonio 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 University - San Antonio.

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

Member of the Texas A&M University System.

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 University-San Antonio'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 University-San Antonio's Terms & Conditions, which are available online: www.tamusa.edu/documents/terms-conditions.html

Supplier Information		Delivery Information	
Supplier Name	PARCHMENT LLC	Delivery Address	
Address	7001 N SCOTTSDALE RD SCOTTSDALE, Arizona 85253 United States	TAMUS Member:	25-Texas A&M University - San Antonio (25)
Phone	+1 480-719-1646	Attn:	Amy Tijerina
FOB / FREIGHT	Destination	Enrollment Mgmt	
Pre-Pay & Add	No	Mail & Receiving/CAB-116	
Payment Terms	0, Net 30	Room	Madla 125
Contract Number - Header	<i>no value</i>	One University Way	
Contract Number - Line	<i>no value</i>	San Antonio, TX 78224	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Renewal: 0 of 2
Annual Escalation Maximum: 5%

Parchment shall furnish and deliver per Texas A&M Terms and Conditions, executed contract between Parchment and TAMUSA, and the Detailed Specifications attached herein.

In the event of any conflict in terms asserted by the Contractor/Vendor and of any Texas A&M's Standard Terms and Conditions, Texas A&M's Standard Terms and Conditions shall in all aspects govern and control.

Attachments for supplier

Detailed Specific...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	100	Order Acceptance Instructions - TAMU	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 in writing 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 (the version that is effective as of the Purchase Order Date or the Revision Date specified above, whichever is later), which are incorporated into and made a material part of any Purchase Order issued by Texas A&M.
	102	Terms & Conditions - TAMU	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/_media/tamu-bid-terms1.pdf
	113	FOB-DEST/FRT-PP&ALLOW	FOB Destination, Freight Prepaid and Allowed

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 2	(FY 24) - Diploma or Certificate and all included Products and Services - Per Detailed Specifications and Requirements found in PO Attachments	N/A	EA	14.70 USD	1,700 EA	24,990.00 USD
2 of 2	Replacement Diploma or Certificate - Per Detailed Specifications and Requirements found in PO Attachments	N/A	EA	14.70 USD	0 EA	0.00 USD
Total						24,990.00 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 vendorhelp@tamu.edu.
Invoice must include the PO/Reference number shown above.

Billing Address

Texas A&M University San Antonio-Accounts Payable
Do Not Mail Invoices
Email invoices to: accountspayable@tamusa.edu
One University Way BLDG 113
San Antonio, TX 78224
United States