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.

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/
http://purchasing.tamu.edu-suppliers/bids-catalogue-tc-form/ From this website please select “Texas A&M University” from the drop-down menu.

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Product Description</th>
<th>Catalog No.</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 2</td>
<td>Professional fees pertaining to the executive coaching contract with AKA Strategy to provide on-going institutional counsel on a variety of strategic issues. Initial period of 6 months at $6,000/month.</td>
<td>N/A</td>
<td>MON</td>
<td>6,000.00</td>
<td>6 MON</td>
<td>36,000.00</td>
</tr>
<tr>
<td>2 of 2</td>
<td>Reimbursement for expenses (travel, communications, etc). Cheryl Hanks authorized $12,000.00 via phone conversation on 1/18/2019.</td>
<td>N/A</td>
<td>MON</td>
<td>2,000.00</td>
<td>6 MON</td>
<td>12,000.00</td>
</tr>
</tbody>
</table>

Total **48,000.00 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