

Revised Purchase Order



Sales Tax Exemption

Texas A&M University - Kingsville 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 - Kingsville.

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 the Texas A&M University-Kingsville Procurement Services Department prior to shipping.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Feb 7, 2024	AB0887534	1	Apr 10, 2024
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
<b>Buyer Contact:</b>			
Buyer	Buyer Email	Buyer Phone Number	
rme - Rachel Marie Erben	Rachel.Erben@tamuk.edu	361.593.4068	
<b>Customer Contact:</b>			
Name:	Manasi Vishal		
Email:	MANASI.VISHAL@TAMUK.EDU		
Phone:	+1 361-593-4399		

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	<b>Delivery Address</b>	
Address	PO BOX 650016 DALLAS, Texas 752650016 United States	TAMUS Member:	17-Texas A&M University - Kingsville (17)
Phone	+1 800-595-1011	Attn:	Manasi Vishal
FOB / FREIGHT	Destination	College of Arts & Sciences-Dean	
Pre-Pay & Add	No	AL Kleberg Hall	
Payment Terms	0, Net 30	Room	133
Contract Number - Header	Buyboard award #713-23	c/o Central Receiving	
Contract Number - Line	no value	1255 Retama Dr	
Quote number		Kingsville, TX 78363	
		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
<b>PO Clauses</b>			
Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	600	Prevailing T's & C's - Agreements	The Terms and Conditions of the State and the University are included in this Agreement and shall prevail. The Terms and Conditions can be reviewed at: <a href="https://www.tamuk.edu/finance/procurement/purchasing/allforms.html">https://www.tamuk.edu/finance/procurement/purchasing/allforms.html</a>
	640	F.O.B. Destination	All pricing must be F.O.B. Destination.
	650	Public Information Act	Public Information. (a) [PROVIDER] acknowledges that [MEMBER] is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law.  (b) Upon [MEMBER]'s written request, [PROVIDER] will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure under chapter 552, Texas Government Code, to [MEMBER] in a non-proprietary format acceptable to [MEMBER]. As used in this provision, "public information" has the meaning assigned Section 552.002, Texas Government Code, but only includes information to which [MEMBER] has a right of access.

(c) [PROVIDER] acknowledges that [MEMBER] is required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), Texas Government Code.

655 COVID-19 Delivery Clause

Please be advised that Texas A&M University-Kingsville is currently operating with limited employees as per COVID-19 Social Distancing recommendations. Please ensure that a delivery date and time is coordinated and confirmed with the Customer Contact (indicated on the PO) in order to avoid issues with deliveries. Texas A&M University-Kingsville remains committed to our suppliers and contractors during these challenging times. For questions regarding delivery to the Central Receiving compound, please email [centralreceiving@tamuk.edu](mailto:centralreceiving@tamuk.edu).

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	FY 24 RICOH B/W Copier	1	EA	288.86 USD	5 EA	1,444.30 USD
2 of 6	FY 2025 RICOH B/W Copier	2	EA	288.86 USD	12 EA	3,466.32 USD
3 of 6	FY 2026 RICOH B/W Copier	3	EA	288.86 USD	12 EA	3,466.32 USD
4 of 6	FY 2027 RICOH B/W Copier	4	EA	288.86 USD	12 EA	3,466.32 USD
5 of 6	FY 2028 RICOH B/W Copier	5	EA	288.86 USD	12 EA	3,466.32 USD
6 of 6	FY 2029 RICOH B/W Copier	6	EA	288.86 USD	7 EA	2,022.02 USD
Total						17,331.60 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 <a href="mailto:vendorhelp@tamuk.edu">vendorhelp@tamuk.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M University-Kingsville Procurement ***Do Not Mail Invoices*** Email invoices to <a href="mailto:invoices@tamuk.edu">invoices@tamuk.edu</a> 700 University Blvd MSC 212 Kingsville, TX 78363 United States</p>