

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
Mar 4, 2024	AB0895752	2	Sep 12, 2024
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	
rme - Rachel Marie Erben	Rachel.Erben@tamuk.edu	361.593.4068	
Customer Contact:			
Name:	Nichole Wright		
Email:	NICHOLE.WRIGHT@TAMUK.EDU		
Phone:			

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	Delivery Address	
Address	PO BOX 650016 DALLAS, Texas 752650016 United States	TAMUS Member:	17-Texas A&M University - Kingsville (17)
Phone	+1 800-595-1011	Attn:	Nichole Wright
FOB / FREIGHT	Destination	Ctr for Young Children	
Pre-Pay & Add	No	Room	
Payment Terms	0, Net 30	c/o Central Receiving	
Contract Number - Header	Buyboard award #713-23	1255 Retama Dr	
Contract Number - Line	no value	Kingsville, TX 78363	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier			
PO Clauses			
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: https://www.tamuk.edu/finance/procurement/purchasing/allforms.html
	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 .
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	<<<<<<<<<<<<<<<<<< LINE MODIFIED >>>>>>>>>>>>>>>>>>>>					
	FY 2024 Lease	1	EA	258.96 USD	4 EA	1,035.84 USD
2 of 6	FY 2025 Lease	2	EA	258.96 USD	12 EA	3,107.52 USD
3 of 6	FY 2026 Lease	3	EA	258.96 USD	12 EA	3,107.52 USD
4 of 6	FY 2027 Lease	4	EA	258.96 USD	12 EA	3,107.52 USD
5 of 6	FY 2028 Lease	5	EA	258.96 USD	12 EA	3,107.52 USD
6 of 6	<<<<<<<<<<<<<<<<<< LINE MODIFIED >>>>>>>>>>>>>>>>>>>>					
	FY 2029 Lease	6	EA	258.96 USD	8 EA	2,071.68 USD
Total				15,537.60 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 vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M University-Kingsville Procurement</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamuk.edu 700 University Blvd MSC 212 Kingsville, TX 78363 United States</p>