

Texas A&M University - Kingsville

Xerox – Instructions on how to gain access/services/goods.

Anytime a department is seeking new service or renewals, they must send all contracts/agreements to procurement for review. Departments do not have the delegated authority to sign for TAMUK agreements. An agreement signed by TAMUK employees assume personal responsibility and hold full liability of the agreed terms.

Creating a New Account/Service Renewals/New Goods Xerox Point of Contact (POC)

Contact Zaydie Rodriguez TAMUK's Xerox representative to open a new account for services, renewal on existing copy machine, or new machine and make sure to include procurement@tamuk.edu in the email request. The department must show departmental approval in the email by attaching the department head personnel.

Xerox POC –

Zaydie Rodriguez

Senior Sales Executive

Quality Print Solutions

Xerox Authorized Sales Agent

123 N High St. Uvalde, TX. 78801

Ph: 830-591-0500

Ph: 361-227-0544

Fax: 830-591-0510

Cell: 830-333-3539

Requisition/PO Instructions:

PO must have the correct Supply Name below.

Supplier Name: XEROX CORPORATION

Address: PO BOX 80255 CHICAGO,
Illinois 60680-255 United States

Phone: +1-888-435-6333