



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.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Dec 3, 2018	AB0412553	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
srr - Robertson, Sara	sara.robertson@tamuk.edu	361.593.4032
Customer Contact:		
Name:	Lisa Martinez	
Email:	LISA.MARTINEZ@TAMUK.EDU	
Phone:	+1 361-593-2701	

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 Department of Purchasing Services prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	Delivery Address	
Address	PO BOX 650016 DALLAS, TX 752650016 US	TAMUS Member:	17-Texas A&M University - Kingsville (17)
Phone	+1 800-595-1011	Attn:	Lisa Martinez
FOB / FREIGHT	Destination	Psychology & Sociology	
Pre-Pay & Add	No	Manning Hall	
Payment Terms	0, Net 30	Room	120
Contract Number - Header	MASTER AGREEMENT # 350803-151190	c/o Central Receiving	
Contract Number - Line	<i>no value</i>	1255 Retama Dr	
Quote number		Kingsville, TX 78363	
		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: www.tamuk.edu/ssgs/resources/allforms.html
	640	F.O.B. Destination	All pricing must be F.O.B. Destination.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	FY19 DEPARTMENTAL COPIER; REFERENCE S800084	N/A	MON	517.04 USD	12 MON	6,204.48 USD
2 of 4	FY20 DEPARTMENTAL COPIER	N/A	MON	517.04 USD	12 MON	6,204.48 USD
3 of 4	FY21 DEPARTMENTAL COPIER	N/A	MON	517.04 USD	12 MON	6,204.48 USD

4 of 4	FY22 DEPARTMENTAL COPIER	N/A	MON	517.04 USD	2 MON	1,034.08 USD
						Total 19,647.52 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-Kingsville
 Procurement
 Do Not Mail Invoices
 Email invoices to invoices@tamuk.edu
 700 University Blvd
 MSC 212
 Kingsville, TX 78363
 United States