



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
May 8, 2019	AB0448796	original
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
rlm - Millin, Randolph	rlmillin@pvamu.edu	936.261.1930
Customer Contact:		
Name:	Demitra Waters	
Email:	DGWATERS@PVAMU.EDU	
Phone:	+1 936-261-1596	

Sales Tax Exemption

Prairie View 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 the TVMDL.

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 Prairie View A&M's Department of Procurement and Disbursement Services prior to shipping or performance. This Purchase Order is governed by the laws of the State of Texas and Prairie View A&M's Terms & Conditions, which are available online:

<http://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/PVAMU-Ts-Cs-FINAL.pdf>

Supplier Information		Delivery Information	
Supplier Name	SOWERS & COMPANY PC	Delivery Address	
Address	1155 DAIRY ASHFORD STE 800 HOUSTON, TX 77079 US	TAMUS Member:	05-Prairie View A&M University (05)
Phone	+1 713-932-9494	Attn:	Demitra Waters
FOB / FREIGHT	Destination	Office of Development	
Pre-Pay & Add	No	c/o Central Receiving Warehouse	
Payment Terms	0, Net 30	Room	Suite 200
Contract Number - Header	Offer Letter -	1178 Reda Bland Evans St	
Contract Number - Line	<i>no value</i>	MS 1200	
Quote number		Prairie View, TX 77446	
		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Attachments for supplier

FromWatch (089).pdf

PO Clauses

Header 001 No Collect Freight Neither COD nor "Collect" freight or handling charges will be accepted.
Charges Accepted

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 7	Monthly Contract Agreement:September 2018-August 2019- This is 12 months at 2,650 per month and includes all general accounting functions during the month, as well as additional functions including payroll for employees, recordkeeping and compliance..	n/a	JA	31,800.00 USD	1 JA	31,800.00 USD
2 of 7	Audit Assistance:work with selected auditor to provide support material, work through questions, and ultimately book changes to the foundation's records and support software, and to provide additional compliance efforts related to internal system audit	n/a	JA	7,500.00 USD	1 JA	7,500.00 USD
3 of 7	General Business Support:Provide general support related to naming opportunity account tracking, quarterly development fee calculation and gift transfer, pledge adjustments, and any other required general business/consulting assistance.	n/a	JA	4,800.00 USD	1 JA	4,800.00 USD
4 of 7	Gala Support:Provide general support related to annual Gala, this includes tracking and recording sponsorships, general ticket sales, silent auction sales, and all expenditures related to event.	n/a	JA	2,400.00 USD	1 JA	2,400.00 USD
5 of 7	Investment Committee Support:Provide support to investment committee by compiling and delivering relevant information prior to quarterly meetings.	n/a	JA	1,600.00 USD	1 JA	1,600.00 USD
6 of 7	Annual Compliance:Forms 1096/1099	n/a	JA	600.00 USD	1 JA	600.00 USD
7 of 7	Annual Compliance:Form W-2/W-3	n/a	JA	500.00 USD	1 JA	500.00 USD
Total						49,200.00 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 abvendorhelp@tam.u.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Prairie View A&M University-Accounts Payable ***Do Not Mail Invoices*** Email invoices to Payables@pvamu.edu P.O. Box 519 MS 1311 Prairie View, TX 77446-0519 United States</p>