

**Revised Purchase Order**

| Purchase Order  |                        |                           |                    |
|---|------------------------|---------------------------|--------------------|
| Purchase Order Date   | PO/Reference No.       | Revision No.              | Revision Date      |
| <b>Feb 3, 2020</b>  | <b>AB0515980</b>       | <b>1</b>                  | <b>Feb 6, 2020</b> |
| <b>Contact instructions for questions regarding this Purchase Order:</b><br>If Buyer Contact information is listed below, please contact the Buyer.<br>If not, please contact the Customer. |                        |                           |                    |
| <b>Buyer Contact:</b>   |                        |                           |                    |
| <b>Buyer</b>  | <b>Buyer Email</b>     | <b>Buyer Phone Number</b> |                    |
| rlm - Millin, Randolph  | rlmillin@pvamu.edu     | 936.261.1930              |                    |
| <b>Customer Contact:</b>  |                        |                           |                    |
| Name:   | Linda Washington       |                           |                    |
| Email:  | LIWASHINGTON@PVAMU.EDU |                           |                    |
| Phone:  | +1 936-261-2128        |                           |                    |

**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 Prairie View A&M University.

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 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            | SPELMAN & JOHNSON GROUP THE               | <b>Delivery Address</b>         |                                     |
| Address                  | 3 CHAPMAN AVE<br>EASTHAMPTON, MA 01027 US | TAMUS Member:                   | 05-Prairie View A&M University (05) |
| Phone                    | +1 413-529-2895                           | Attn:                           | Linda Washington                    |
| FOB / FREIGHT            | Destination                               | VP Institutional Relations      |                                     |
| Pre-Pay & Add            | No  | c/o Central Receiving Warehouse |                                     |
| Payment Terms            | 0, Net 30                                 | Room                            | 102                                 |
| Contract Number - Header | <i>no value</i>                           | 1178 Reda Bland Evans St        |                                     |
| Contract Number - Line   | <i>no value</i>                           | MS 1100                         |                                     |
| Quote number             |   | Prairie View, TX 77446          |                                     |
|                          |   | United States                   |                                     |
|                          |   | <b>Delivery Information</b>     |                                     |
|                          |   | Required Delivery Date          |                                     |
|                          |   | Ship Via                        | Best Carrier-Best Way               |

**Notes to Supplier****Shipping Instructions**

Attachments for supplier

Spelman & Johnson...

Spelman+Johnson+I...

**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 4       | Spelman Johnson will conduct a search for the Athletic Director for Prairie View A&M University. Flat rate of \$50,000. The contract will require three equal installments. 1st installment is due upon the signing of contract | 1           | EA               | 16,666.67<br>USD | 1 EA     | 16,666.67<br>USD     |
| 2 of 4       | One-time flat administrative fee  | 2           | EA               | 3,700.00<br>USD  | 1 EA     | 3,700.00<br>USD      |
| 3 of 4       | 2nd installment amount upon request   | 3           | EA               | 16,666.67<br>USD | 1 EA     | 16,666.67<br>USD     |
| 4 of 4       | 3rd installment amount upon request   | 4           | EA               | 16,666.66<br>USD | 1 EA     | 16,666.66<br>USD     |
| <b>Total</b> |   |             |                  |                  |          | <b>53,700.00 USD</b> |

**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**

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