



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Apr 4, 2020	AB0531235	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
rlm - Millin, Randolph	rlmillin@pvamu.edu	936.261.1930
Customer Contact:		
Name:	Kasey Knight	
Email:	KNKNIGHT@PVAMU.EDU	
Phone:	+1 936-261-9248	

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	WITT/KIEFFER INC	Delivery Address	
Address	2015 SPRING ROAD STE 510 OAK BROOK, IL 60523 US	TAMUS Member:	05-Prairie View A&M University (05)
Phone	+1 630-990-1370	Attn:	Kasey Knight
FOB / FREIGHT	Destination	College Admin- Business	
Pre-Pay & Add	No	c/o Central Receiving Warehouse	
Payment Terms	0, Net 30	Room	340
Contract Number - Header	Fee Letter	1178 Reda Bland Evans St MS 2300	
Contract Number -	<i>no value</i>	Prairie View, TX 77446	

Line	United States
Quote number	Delivery Information
	Required Delivery
	Date
	Ship Via Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Attachments for supplier

PO Clauses

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

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 3	Professional fees for the recruitment of the Senior Vice President/CFO position at PVAMU.	N/A	JA	65,000.00 USD	1 JA	65,000.00 USD
2 of 3	Indirect Expenses (administrative support, verifications, media checks, etc.)	NA	LO	6,500.00 USD	1 LO	6,500.00 USD
3 of 3	Allowance for Direct Expenses	n/a	LO	3,500.00 USD	1 LO	3,500.00 USD
Total						75,000.00 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.

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

Invoice must include the PO/Reference number shown above.

United States