

Revised Purchase Order



Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Oct 5, 2022	AB0753589	11	Jul 10, 2025
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	
pjs - Spivey, Paula	pjspivey@pvamu.edu	936.261.1932	
Customer Contact:			
Name:	Blynthia Wilson		
Email:	BCNAYLOR@PVAMU.EDU		
Phone:	+1 936-261-3442		

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	CREATIVE CIRCLE LLC ON ASSIGNMENT INC DBA	Delivery Address	
Address	1221 MCKINNEY ST FLOOR 41 STE 4135 HOUSTON, Texas 77010 United States	TAMUS Member:	05-Prairie View A&M University (05)
Phone	+1 713-343-2305	Attn:	Blynthia Wilson
FOB / FREIGHT	Destination	VP Research	
Pre-Pay & Add	No	c/o Central Receiving Warehouse	
Payment Terms	0, Net 30	Room	
Contract Number - Header	<i>no value</i>	1178 Reda Bland Evans St	
Contract Number - Line	<i>no value</i>	MS 2800	
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

CC-I-016131901.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 4	Fee to assist with the Office of Research & Innovation's communication needs.	n/a	HR	60.00 USD	15 HR	900.00 USD
2 of 4	Fee to assist with the Division of Research & Innovation's communication needs.	n/a	HR	60.00 USD	62.5 HR	3,750.00 USD
3 of 4	Fee to assist with the Division of Research & Innovation's communication needs.	n/a	HR	70.00 USD	98.75 HR	6,912.50 USD
4 of 4	Fee to assist with the Division of Research & Innovation's communication needs.	n/a	EA	75.00 USD	500 EA	37,500.00 USD
Total					49,062.50 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 vendorhelp@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