

Revised Purchase Order**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.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Feb 6, 2024	AB0887182	3	Apr 1, 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	
ANR - Ramirez, Anthony	anramirez@pvamu.edu	936-261-1933	
Customer Contact:			
Name:	Maria Almendares		
Email:	MTCALDERON@PVAMU.EDU		
Phone:	+1 936-261-1246		

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	HERFF JONES INC	Delivery Address	
Address	4501 W 62ND ST INDIANAPOLIS, Indiana 462682587 United States	TAMUS Member:	05-Prairie View A&M University (05)
FOB / FREIGHT	Destination	Attn:	Kyal Bryant
Pre-Pay & Add	No	Enrollment Mgmt	
Payment Terms	0, Net 30	c/o Central Receiving Warehouse	
Contract Number - Header	<i>no value</i>	Room	Evans Hall 118
Contract Number - Line	<i>no value</i>	1178 Reda Bland Evans St	
Quote number		MS 1025	
		Prairie View, TX 77446	
		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.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
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1 of 4	Undergraduate Diploma Covers (CV60890) for Fall 2023 Commencement	CV60890	EA	13.35 USD	800 EA	10,680.00 USD
2 of 4	Shipping	00000	EA	331.52 USD	1 EA	331.52 USD
3 of 4	Undergraduate Diploma Covers (CV60890) for Spring/Summer 2024 Commencement	CV60890	EA	13.35 USD	1,300 EA	17,355.00 USD
4 of 4	Shipping	00000	EA	468.00 USD	1 EA	468.00 USD
Total					28,834.52 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 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