

**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
<b>Feb 20, 2024</b>	<b>AB0891620</b>	<b>6</b>	<b>Aug 22, 2025</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
<b>Buyer Contact:</b>			
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>	
srp - Prater, Shawna	SRPRATER@PVAMU.EDU	936.261.1935	
<b>Customer Contact:</b>			
Name:		Dorie Gilbert	
Email:		DJGILBERT@PVAMU.EDU	
Phone:		+1 936-261-3503	

**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	ACADEMIC CAREER & EXECUTIVE SEARCH	<b>Delivery Address</b>	
Address	720 MOUNTAIN RD WEST HARTFORD, Connecticut 06117 United States	TAMUS Member:	05-Prairie View A&M University (05)
Phone	+1 860-740-2600	Attn:	V. Pearce
FOB / FREIGHT	Destination	College Admin-Arts & Science	
Pre-Pay & Add	No	c/o Central Receiving Warehouse	
Payment Terms	0, Net 30	Room	NSCI 230
Contract Number - Header	C20201647	1178 Reda Bland Evans St	
Contract Number - Line	<i>no value</i>	MS 2200	
Quote number		Prairie View, TX 77446	
		United States	
		<b>Delivery Information</b>	
		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 3	Full Search- Dept. Head LCOM 60% due upon rct.	n/a	EA	23,400.00 USD	1 EA	23,400.00 USD
2 of 3	Full Search- Dept. Head LCOM 30% due up rct. of candidates	n/a	EA	11,700.00 USD	1 EA	11,700.00 USD
3 of 3	Full Search- Dept. Head LCOM 10% at completion	n/a	EA	3,900.00 USD	1 EA	3,900.00 USD
Total						<b>39,000.00 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 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