

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
Mar 6, 2025	AB1006059	7	Aug 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	
dab - Brown, Desiree	dabrown@pvamu.edu	936.261.1930	
Customer Contact:			
Name:	Blynthia Wilson		
Email:	BCNAYLOR@PVAMU.EDU		
Phone:	+1 936-261-3442		

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	PO BOX 74008799 CHICAGO, Illinois 606748799 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**

Note to Supplier

Attachments for supplier

Creative Circle F...

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
1 of 3	<<<<<<<<<<<<<<<<<<< LINE MODIFIED >>>>>>>>>>>>>>>>>					
	Fee to assist the Division of Research & Innovation with graphic design services. 120 hr @ \$85.00	n/a	HR	10,200.00 USD	1 HR	10,200.00 USD
	External Note					
2 of 3	<<<<<<<<<<<<<<<<<<< LINE MODIFIED >>>>>>>>>>>>>>>>>					
	Fee to assist the Division of Research & Innovation with copy writing/proofreading services. 120 hr @ \$85.00	n/a	HR	10,200.00 USD	1 HR	10,200.00 USD
	External Note					
3 of 3	<<<<<<<<<<<<<<<<<<< LINE ADDED >>>>>>>>>>>>>>>>>					
	Fee to assist the Division of Research & Innovation with graphic design services 115 hrs @ \$85.00	n/a	EA	9,775.00 USD	1 EA	9,775.00 USD
	External Note					
Total					30,175.00 USD	

Billing Information	Billing Address
<p>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.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Prairie View A&M University- Accounts Payable</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to Payables@pvamu.edu</p> <p>P.O. Box 519</p> <p>MS 1311</p> <p>Prairie View, TX 77446-0519</p> <p>United States</p>