



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Dec 17, 2018</b>	<b>AB0415899</b>	<b>0</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>
cac - Chamberlain, Chris	cchamberlain@tamu.edu	979.845.4786
<b>Customer Contact:</b>		
Name:	Natalie Hejl	
Email:	NATALIE.HEJL@AG.TAMU.EDU	
Phone:	+1 979-458-2395	

**Sales Tax Exemption**

Texas A&M AgriLife Extension 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 Texas A&M AgriLife Extension.

The laws of the State of Texas shall govern this Purchase Order.

**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 Texas A&M AgriLife's Purchasing Department prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	Hilton Bryan/College Station	<b>Delivery Address</b>	
Address	801 UNIVERSITY DR E COLLEGE STATION, TX 77840 US	TAMUS Member:	07-Texas A&M AgriLife Extension Service (07)
Phone	+1 979-694-4914	Attn:	Natalie Hejl
FOB / FREIGHT	Destination	VG Young Institute of County Government	
Pre-Pay & Add	No	Suite	171 E
Payment Terms	0, Net 30	1470 William D Fitch Pkwy	
Contract Number - Header	no value	2137 TAMU	
Contract Number - Line	no value	College Station, TX 77843-2137	
Quote number	JUD2020	United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

**Notes to Supplier**

**Shipping Instructions**

Note to Supplier

PURCHASE ORDER IS FOR PAYMENT PURPOSES ONLY.

**PO Clauses**

There are no clauses associated with this Purchase Order.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 3	Lodging for the 2020 County Judges and Commissioners' Conference	123	LO	15,000.00 USD	1 LO	15,000.00 USD
2 of 3	Audio/Visual equipment rental for the 2020 County Judges and Commissioners' Conference	na	LO	5,000.00 USD	1 LO	5,000.00 USD
3 of 3	Food and beverages for the 2020 County Judges and Commissioners' Conference	na	LO	5,000.00 USD	1 LO	5,000.00 USD

	<b>Total 25,000.00 USD</b>

<b>Billing Information</b>
<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 <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>

<b>Billing Address</b>
<p>Texas A&amp;M Agrilife Extension Service Disbursements ***Do Not Mail Invoices*** Email invoices to <a href="mailto:apinvoices@ag.tamu.edu">apinvoices@ag.tamu.edu</a> 2147 TAMU College Station, TX 77843-2147 United States</p>