

Revised Purchase Order**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.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Jan 31, 2019	AB0424753	1	Feb 1, 2019
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	
cac - Chamberlain, Chris	cchamberlain@tamu.edu	979.845.4786	
Customer Contact:			
Name:	Troy Wren		
Email:	TWREN@TAMU.EDU		
Phone:	+1 979-845-5964		

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	HIGH PLAINS RETREAT CENTER	Delivery Address	
Address	PO BOX 7709 AMARILLO, TX 79114 US	TAMUS Member:	07-Texas A&M AgriLife Extension Service (07)
Phone	+1 806-499-3429	Attn:	
FOB / FREIGHT	Destination	4H Programs	
Pre-Pay & Add	No	Room	
Payment Terms	0, Net 30	1470 William D Fitch Pkwy	
Contract Number - Header	<i>no value</i>	College Station, TX 77845	
Contract Number - Line	<i>no value</i>	United States	
Quote number		Delivery Information	
		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 5	Deposit for the 2019 North Region Sr Leader Lab (D1 & D2) on June 24-26, 2019. 100 guests (14 employees, 86 non-employees) staying 2 nights at \$24.00/night. = \$4,800 total. This line item is for the required deposit.	NA	LO	1,265.00 USD	1 LO	1,265.00 USD
2 of 5	100 guests staying 2 nights at \$24.00/night. = \$4,800 total. This line item is for the total minus the deposit in line item #1.	NA	LO	3,535.00 USD	1 LO	3,535.00 USD

3 of 5	Meals. 3 per day per person at \$8.50 per meal. 600 meals = \$5,100.00.	na	LO	5,100.00 USD	1 LO	5,100.00 USD
4 of 5	Activities. 2 at \$24.00 per person = \$2,400.00.	na	LO	2,400.00 USD	1 LO	2,400.00 USD
5 of 5	Meeting Room. 2 days at \$175.00 per day = \$350.00.	na	LO	350.00 USD	1 LO	350.00 USD
Total						12,650.00 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 abvendorhelp@tamu.edu.

Invoice must include the PO/Reference number shown above.

Billing Address

Texas A&M AgriLife Extension
 Service Disbursements
 Do Not Mail Invoices
 Email invoices to apinvoices@ag.tamu.edu
 2147 TAMU
 College Station, TX 77843-2147
 United States