



# Purchase Requisition

TASCOSA OFFICE MACHINES  
 P O Box 3548  
 Amarillo, TX 79116

**PO 97045**

REQ. DATE	INV. STORE	REQUISITION NUMBER
04/28/2020		0097381
ACCOUNT NUMBER		DEPARTMENT
10-0155001-62-7334		HEAF Fiscal Affairs
AP TYPE	OBJ CODE	ENTERED BY
K909	7334	Jason B. Keith

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	40	EA	Old Main Conference Chairs	394.290	15,771.60
2	40	EA	Delivery and Installation 10\$ per chair	10.000	400.00
			E&I Contract CNR-01328		
<b>TOTAL</b>					<b>16,171.60</b>

<b>APPROVALS</b> <i>Claine K Chew</i> 04-29-2020 Department Head      Date  Senior Administrator      Date  President      Date <i>[Signature]</i> 04.29.2020 Purchasing      Date	<b>ACCOUNTING USE ONLY</b> Amount Paid _____ Voucher # _____ Date Paid _____ Audit/Date _____	<b>TRAVELER'S SIGNATURE</b> _____ Date _____ Receiving Information: Date Received: _____ Received By: _____
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# Purchase Order


1 of 1

TASCOSA OFFICE MACHINES  
 P O Box 3548  
 Amarillo, TX 79116

<b>PURCHASE ORDER NUMBER</b>	
P0097045	
<b>REQUISITION NUMBER</b>	
0097381	
<b>G/L ACCOUNT NUMBER</b>	
10-0155001-62-7	
<b>DATE</b>	
04/29/2020	
<b>UNIT PRICE</b>	<b>EXTENSION</b>
394.290	15,771.60
10.000	400.00
0.000	0.00
<b>TOTAL</b>	<b>16,171.60</b>

ITEM	QUANTITY	UNIT	SHIPPED	DESCRIPTION
1	40	EA		Old Main Conference Chairs
2	40	EA		Delivery and Installation 10\$ per chair
3	1	EA		E&I Contract CNR-01328

To expedite payment, invoices should include WT Purchase Order No. & Federal Tax No. Contact [bo@wtamu.edu](mailto:bo@wtamu.edu) for direct deposit.

Dept. Initiator: \_\_\_\_\_  
 Authorized by:  04.29.2020

BILLING ADDRESS:  
 PURCHASING DEPARTMENT  
 WTAMU 61001  
 CANYON, TEXAS 79016-0001  
 806.651.2105  
 FAX 806.651.2109

SHIPPING ADDRESS:  
 CENTRAL SUPPLY  
 2403 RUSSELL ONG BLVD.  
 CANYON, TEXAS 79015  
 806.651.2155  
 FAX 806.651.2156

Return This Copy To Purchasing Dept.

**RECEIVING COPY**

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

The dispute resolution process provided for in chapter 2260 of the Texas Government Code must be used by WTMAU and the contractor to attempt to resolve all disputes arising under this contract.

This purchase order agreement for goods and services incorporates by reference the equal employment opportunity clause provisions of Executive Order 11246, as amended; Section 5033 of the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; and all implementing regulations and relevant orders of the U.S. Secretary of Labor.

### TEXAS SALES AND USE TAX EXEMPTION CERTIFICATE

WEST TEXAS A&M UNIVERSITY  
WTAMU BOX 61001  
CANYON, TEXAS 79016-0001  
806.651.2105 • 806.651.2109 FAX

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Purchaser claims this exemption for the following reason:

Higher Education Agency of the State of Texas

I understand that I will be liable for payment of sales of use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise and Use Tax Act; Municipal Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

Vendor represents and warrants ("EIR Accessibility Warranty") that the electronic and information resources and all associated information, documentation, and support that it offers to provide to the Agency under this purchase order (collectively, the "EIRs") comply with the applicable requirements set forth in Title 1, Chapter 213 of the Texas Administrative Code and Title 1, Chapter 206, Rule 206.70 of the Texas Administrative Code (as authorized by Chapter 2054, Subchapter M of the Texas Government Code.) To the extent vendor becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then vendor represents and warrants that it will, at no cost to Agency, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event that vendor is unable to do so, then the Agency may terminate this Agreement and vendor will refund to the Agency all amounts the Agency has paid under this purchase order within thirty (30) days after the termination date.



**TO**

West Texas A&M University

Canyon, TX

Project: Old Main Conference Chairs

**1005 W. 8TH**

**AMARILLO, TEXAS 79101**

**(806) 373-6268**

**DESCRIPTION**

Global Accord High Back Upholstered Chair

**E&I Cooperative Pricing**

<u>List Price (Each)</u>	<u>End User Price (Each)</u>	<u>Quantity</u>	<u>End User Price (Extended)</u>
\$1,011.00	\$394.29	40	\$15,771.60
	Delivery and Installation (\$10 Per Chair)		\$400.00
	<b>Total Project Cost</b>		<b>\$16,171.60</b>



Notes:

- Please include **Global E&I contract number CNR-01328** on all purchase orders
- Quote includes delivery, installation and packaging removal

**\*QUOTATION DOES NOT INCLUDE SALES TAX.**

**April 28, 2020**

**By: Zack Lancaster**

zlanaster@ytom.com

**Quotation Accepted by:**

4/28/20

**Name**

**Date**

**From:** [Chew, Elaine](#)  
**To:** [Crocker, Steven](#)  
**Cc:** [Miller, Kasi A.](#)  
**Subject:** FW: WT- Old Main Conference Chairs.pdf  
**Date:** Wednesday, April 29, 2020 10:55:50 AM  
**Attachments:** [WT- Old Main Conference Chairs.pdf](#)  
[image001.png](#)

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Approval (see below for Randy R's approval) and quote.

Thanks,

Elaine Chew  
Director of Procurement & Contracts  
West Texas A&M University  
806-651-2110  
[echew@wtamu.edu](mailto:echew@wtamu.edu)

Strengths: restorative, learner, responsibility, intellection, input



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**From:** Keith, Jason B. <jkeith@wtamu.edu>  
**Sent:** Tuesday, April 28, 2020 2:24 PM  
**To:** Chew, Elaine <echew@wtamu.edu>  
**Subject:** Re: WT- Old Main Conference Chairs.pdf

Elaine,

I have created the requisition for the Old Main conference Chairs the requisition number is 97381. I have also attached the invoice to this email as well.

Sorry you had to do this on your day off.

Thanks

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**From:** Chew, Elaine  
**Sent:** Tuesday, April 28, 2020 10:02:29 AM  
**To:** Keith, Jason B.  
**Subject:** Fw: WT- Old Main Conference Chairs.pdf

Jason

Please can you create a requisition for me. The account number is below.

Elaine Chew  
Director of Procurement & Contracts  
West Texas A&M University  
806-651-2110  
[echew@wtamu.edu](mailto:echew@wtamu.edu)

Strengths: restorative, learner, responsibility, intellection, input



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**From:** Rikel, Randy  
**Sent:** Tuesday, April 28, 2020 9:41 AM  
**To:** Chew, Elaine  
**Subject:** WT- Old Main Conference Chairs.pdf

Thanks. Please pay out of 10-0155001-62.

rr