

Revised Purchase Order



Sales Tax Exemption

East Texas 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 East Texas 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
Sep 17, 2025	AB1068205	4	Sep 17, 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	
sdb - Barnes, Sandy	sandy.barnes@tamuc.edu	903.468.3000	
Customer Contact:			
Name:		Brenda Cowen	
Email:		BRENDA.COWEN@TAMUC.EDU	
Phone:			

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 East Texas A&M University's Purchasing Department prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	ALMABASE INC	Delivery Address	
Address	2443 FILLMORE ST #380-3275 SAN FRANCISCO, California 94115 United States	TAMUS Member:	21-East Texas A&M University (21)
Phone	+1 415-801-8181	Attn:	Texas A&M-Commerce
FOB / FREIGHT	Destination	Advancement	
Pre-Pay & Add	No	Room	BA272
Payment Terms	0, Net 30	2600 S Neal St	
Contract Number - Header	C2025-18440	Commerce, TX 75428	
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

Attachments for supplier

Almabase_Inclnvoi...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	508	Changes must be Approved Prior	Any changes to this Contract without the undersigned Purchasing Agent's prior written approval is not authorized and at the expense of the Supplier.
	509	Cancellation due to Funding	This contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using Agency.
	522	Governance	Any agreement entered into by East Texas A&M University shall be governed by the laws of the State of Texas.
	525	Best Value Clause	Agency invokes "Best Value" purchase exemption under House Bill 1545.
	536	Terms & Conditions - ETAMU	This purchase shall be in accordance with the East Texas A&M University terms and conditions. To obtain, please go to the following address: https://www.tamuc.edu/vendor-information/?redirect=none

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
----------	---------------------	-------------	------------------	------------	----------	------------

1 of 3	Recurring Events Management - Advanced 10-2-2025 to 9-30-2026	n/a	EA	13,335.00 USD	1 EA	13,335.00 USD
2 of 3	recurring Email Marketing ToolOctober 1, 2025 to 9-30-2026	n/a	EA	1,575.00 USD	1 EA	1,575.00 USD
3 of 3	Recurring Events Management - Advanced10-1-2025 to 9-30-2026	n/a	EA	5,600.00 USD	1 EA	5,600.00 USD
Total				20,510.00 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>East Texas A&M University</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamuc.edu</p> <p>PO Box 3011</p> <p>Commerce, TX 75429</p> <p>United States</p>