

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
Jul 28, 2026	AB1198991	1	Jul 28, 2026
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	
tab - Ball, Travis	travis.ball@tamuc.edu	903.886.5060	
Customer Contact:			
Name:	Sandra Cragg		
Email:	SANDI.CRAGG@ETAMU.EDU		
Phone:	+1 903-468-3123		

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	VARI SALES CORPORATION	Delivery Address	
Address	450 N FREEPORT PKWY SUITE 2100 COPPELL, Texas 75019 United States	TAMUS Member: 21-East Texas A&M University (21)	
FOB / FREIGHT	Destination	Attn:	
Pre-Pay & Add	No	Fraternity & Sorority Life	
Payment Terms	0, Net 30	Room	
Contract Number - Header	<i>no value</i>	2600 S Neal St	
Contract Number - Line	<i>no value</i>	Commerce, TX 75428	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	
		Best Carrier-Best Way	

Notes to Supplier

Shipping Instructions

Attachments for supplier

Q-1318622VariDesk...

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.etamu.edu/vendor-information/

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 7	Table 60 x 30 (Walnut/Slate)	NA	EA	584.10 USD	5 EA	2,920.50 USD
2 of 7	File Cabinet (Slate)	NA	EA	359.10 USD	5 EA	1,795.50 USD
3 of 7	Electric Standing Desk 60 x 30 with ComfortEdge (Walnut)	na	EA	809.10 USD	5 EA	4,045.50 USD
4 of 7	Executive Lateral File Cabinet (Walnut)	na	EA	836.10 USD	2 EA	1,672.20 USD
5 of 7	Executive Storage Cabinet (Walnut)	na	EA	701.10 USD	1 EA	701.10 USD
6 of 7	Delivery and Installation	na	EA	1,933.07 USD	1 EA	1,933.07 USD
7 of 7	Vari Round Table (Walnut/Slate)	NA	EA	584.10 USD	3 EA	1,752.30 USD
Total						14,820.17 USD

Billing Information	Billing Address
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. Invoice must include the PO/Reference number shown above.	East Texas A&M University ***Do Not Mail Invoices*** Email invoices to invoices@etamu.edu PO Box 3011 Commerce, TX 75429 United States