


PO Summary - [AB0553316](#)

PO/Reference No. AB0553316
 Supplier BEST PRESS INC

General Information		Shipping Information				Billing/Payment	
PO/Reference No.	AB0553316	Ship To				Bill To	
Revision No.	0	Attn: Julia Price				Tarleton State University-	
Supplier Name	BEST PRESS INC 	Marketing &				Accts Payable	
Address	4201 AIRBORN DR ADDISON, TX 750015183 US	Communications				***Do Not Mail Invoice***	
Phone	+1 972-930-1000	c/o Central Receiving				Email invoices to	
Supplier Fax No.	+1 972-930-1010	Room T-0730 - ADMIN 159				invoices@tarleton.edu	
Purchase Order Date	7/31/2020	201 Saint Felix St				Box T-0120	
Total	40,440.00 USD	Stephenville, TX 76401				Stephenville, TX 76402	
Requisition Number	134233768	United States				United States	
Owner Business Unit	04-Tarleton State University (04)	ShipTo Address Code	04-193		BillTo Address Code	04	
Order Category	1 - Regular	Delivery Options				Billing Options	
Report Reference A	<i>no value</i>	Emergency (attach justification) X				Accounting Date 7/29/2020	
Report Reference B	<i>no value</i>	Ship Via Best Carrier-Best Way				Payment Terms 0, Net 30	
Sole Source (attach justification)	X	Requested Delivery Date				FOB / FREIGHT Destination	
Contract Number	<i>no value</i>	Buyer Information				Pre-Pay & Add X	
Start Date	<i>no value</i>	Buyer Buyer Email Buyer Phone Number				Special Payment Method <i>no value</i>	
End Date	<i>no value</i>	dew - Whitten, whitten@tarleton.edu 254.968.9614					
Trade-In	X	Donald					
Create Asset Manually	X	CC04					
Add to Asset Number	<i>no value</i>	Report Codes-1					
Cost Receipt Required	✓	Order Type	USAS One	USAS Two	LDT Code		
Rush the Pymt Process	X	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>		
Contact Information		Report Codes-2					
Owner Name	Julia Price	Contract Workforce X					
Owner Phone	+1 254-968-9577	State Order Number <i>no value</i>					
Owner Email	JPRICE@TARLETON.EDU	Non-Compliant X					
		Basis of Award Competitively Bid – TX Education Code 51.9335					

Bypass Dept Allocator Yes

Distribution Information

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Attachment) admin@bestpress.com

Distribution Options

Supplier Terms and Conditions

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 Tarleton State University's Department of Procurement Services prior to shipping.

Supplier Information

Supplier Information

Contract no value

Account Code

Pricing Code

Quote number

Note to Supplier no note

Attachments for supplier

↓ Tarleton Summer 2...

PO Clauses











001 No Collect Freight Charges Acc...

350 TSU - Vendor PO Conditions

Accounting Codes

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2020	04 Tarleton State University	04-MKTCO 04-Marketing and Communications	04-200158-00000 Publications/Graphic Design - Local	no value	no value	no value	no value	L Local

Line Item Details

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price										
1	 University Magazine (Spring/Summer Edition 2020); Printing Cost; QTY: 41,000 	NA	EA	28,669.00 USD	1 EA	28,669.00 USD										
	<table border="0"> <tr> <td>Taxable</td> <td></td> <td>Requisition Number</td> <td>134233768</td> </tr> <tr> <td>Capital Expense</td> <td></td> <td>External Note</td> <td>no note</td> </tr> <tr> <td>Commodity Code</td> <td>82121500 Printing 5616</td> <td>Attachments for supplier</td> <td></td> </tr> </table>	Taxable		Requisition Number	134233768	Capital Expense		External Note	no note	Commodity Code	82121500 Printing 5616	Attachments for supplier				
Taxable		Requisition Number	134233768													
Capital Expense		External Note	no note													
Commodity Code	82121500 Printing 5616	Attachments for supplier														
2	 University Magazine (Spring/Summer Edition 2020) Estimated Postage Cost for mailing to about 39,730 on mailing list at \$0.30/piece 	NA	EA	11,771.00 USD	1 EA	11,771.00 USD										

Taxable	✓
Capital Expense	✗
Commodity Code	44121513 Postage stamps 5655 <\$5k, 5655

Requisition Number	134233768
External Note	<i>no note</i>
Attachments for supplier	

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	40,440.00
Shipping	0.00
Handling	0.00
Total	40,440.00 USD