

# Texas A&M University - Kingsville

## Xerox – Instructions on how to gain access/services/goods.

*Anytime a department is seeking new service or renewals, they must send all contracts/agreements to procurement for review. Departments do not have the delegated authority to sign for TAMUK agreements. An agreement signed by TAMUK employees assume personal responsibility and hold full liability of the agreed terms.*

## Creating a New Account/Service Renewals/New Goods Xerox Point of Contact (POC)

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Contact Gene Ayala TAMUK's Xerox representative to open a new account for services, renewal on existing copy machine, or new machine and make sure to include [procurement@tamuk.edu](mailto:procurement@tamuk.edu) in the email request. The department must show departmental approval in the email by attaching the department head personnel.

Xerox POC –

### **Gene Ayala/Agent Owner**

123 N. High Street  
Uvalde Texas, 78801  
830-591-0500  
361-227-0544  
830-591-0510 Fax  
[geneayala@qualityprintsolutions.net](mailto:geneayala@qualityprintsolutions.net)

Requisition/PO Instructions:

PO must have the correct Supply Name below. The attached agreement from Xerox can only be signed by the Procurement Department.

Xerox Corporation-  
CC17- SOUTH TEXAS SALES, 1901 E MAIN,  
ALICE, Texas 78332 United States