



Stephen F. Austin State University

Member of The University of Texas System

Procurement and Business Services
Nacogdoches, Texas 75962-3030

Phone (936) 468-2206 * Fax (936) 468-4282

PO Number: **P2501288**

PO Date: **09/30/24**

Delivery Date: **06/30/25**

Supplier:

RAMOS, CLARISSA C.
DBA: Instituto Clara Ramos - Brasil
Av. Sete de Setembro
1771
SALVADOR XX 40.080-002
Brazil

clara.icrbrasil@gmail.com

**CONFIRM RECEIPT OF PURCHASE ORDER AND
ACCEPTANCE OF DELIVERY DATE
BY EMAILING PURCHASE@SFASU.EDU.**

Send Billing Invoice to:

Stephen F. Austin State University
P.O. Box 6085
Nacogdoches, TX 75962-6085
ATTN: Accounts Payable

Ship to:

Heather Catton
Office of International Programs
Steen Library 103
905 E Library Dr
SFA Box 6152
Nacogdoches TX 75962

Terms: Net 30

FOB: Not Applicable

**PURCHASE ORDER NO. MUST APPEAR ON ALL
SHIPPING DOCUMENTS AND INVOICES**

Item	Description	Quantity	Unit Cost	Total Cost
1	<p>EXEMPT POLICY 05-301- Group travel Study abroad program to Salvador and Bahia, Brazil from June 1 - 30, 2025 led by Dr. Jeana Paul-Ureã±a; Dr. Mario Morera with estimated 15 students and two faculty airfare seats needed ---- Travel Request: TBD</p> <p>000P96178A TRAVEL AGENCY SERVICES</p> <p>1. Portuguese Language Program Level: Port Beginning AND Intermediate level 2. Culture Program: Organized by Instituto Clara</p>	15.00 SRV	3,505.5300	52,582.95

Purchaser: Nicole Ivancic

(936) 4684472

ADDITIONAL CHARGE:

Vendor ID: **20230949**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No: **R0082151**

Employee/Employee Relationship:

TOTAL: CONTINUED

Blanket Order:

HUB Status:

Purchase Class: **Exempt per SFA Policy**

Vendor Warrant Hold process runs nightly and terminates any vendors on hold. Vendor EPLS status verified by Purchaser.

150013-29131-772990 \$52,582.95

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Item	Description	Quantity	Unit Cost	Total Cost
	Ramos 3. Transportation arranged by ICR Brasil 4. Home stays for students arranged by ICR Brasil ---- In accordance with iContracts #918055			

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