



Stephen F. Austin State University

Member of The University of Texas System

Procurement and Business Services
Nacogdoches, Texas 75962-3030

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

Study Abroad Association LLC
2920 Forestville Rd Ste 100
Raleigh NC 27616-8774

PO Number: **P2501576**

PO Date: **10/29/24**

Delivery Date: **05/23/25**

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

ann@studyabroadassociation.com

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
	EXEMPT POLICY 05-301 - Group travel ---- Travel number #3XXL ---- Study abroad program to Germany and Austria from May 13 - May 23, 2025 Leader: Dr. Perky Beisel with estimated 15 students and 1 faculty airfare seat needed ---- In accordance with iContracts #1014530 ---- Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received.			

Purchaser: Nicole Ivancic

(936) 4684472

ADDITIONAL CHARGE:

Vendor ID: **20398800**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No: **R0082342**

Employee/Employee Relationship:

TOTAL: **CONTINUED**

Blanket Order:

Purchase Class: **Exempt per SFA Policy**

HUB Status:

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

150013-29120-772990	\$7,500.00
150013-29120-772990	\$17,287.50
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Item	Description	Quantity	Unit Cost	Total Cost
1	000P96178A TRAVEL AGENCY SERVICES Payment 150 days prior to departure \$500 per person Due by December 14, 2024	15.00 SRV	500.0000	7,500.00
2	000P96178A TRAVEL AGENCY SERVICES Payment due 90 days prior to departure the second payment in the amount of 50% of the remaining amount due February 12, 2025	15.00 SRV	1,152.5000	17,287.50

Purchaser: Nicole Ivancic

(936) 4684472

ADDITIONAL CHARGE:

Vendor ID: **20398800**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No: **R0082342**

Employee/Employee Relationship:

TOTAL: CONTINUED

Blanket Order:

HUB Status:

Purchase Class: **Exempt per SFA Policy**

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Item	Description	Quantity	Unit Cost	Total Cost
3	<p>---- Does not include initial payment amount</p> <p>000P96178A TRAVEL AGENCY SERVICES</p> <p>Payment due 60 days prior to departure the third and final payment in the amount of the remaining amount is due by March 14, 2025.</p>	15.00 SRV	1,152.5000	17,287.50

Purchaser: Nicole Ivancic	(936) 4684472	ADDITIONAL CHARGE:	.00
Vendor ID: 20398800	Collegiate Licensed:	DISCOUNT/TRADE-IN:	.00
Req No: R0082342	Employee/Employee Relationship:	TOTAL:	42,075.00
Blanket Order:			
HUB Status:	Purchase Class: Exempt per SFA Policy		

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