



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

Capture It Unlimited Inc
PO Box 1431
Cypress TX 77410-1431

PO Number: **B2400778**

PO Date: **09/28/23**

Delivery Date:

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

ladonna.ohara@sfasu.edu

Send Billing Invoice to:

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

Ship to:

Office of the Registrar
Rusk Bldg 204
2008 Alumni Dr N
SFA Box 13050
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>Real time captioning services for SFA commencement ceremonies and/or other campus events or classroom lectures as needed.</p> <p>-----</p> <p>This agreement shall not exceed \$7,000 in a fiscal year excluding travel.</p> <p>-----</p> <p>In accordance with iContracts #1163331</p> <p>-----</p> <p>Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received.</p> <p>-----</p> <p>This PO is for 09/01/2023 - 08/31/2025</p> <p>000P91525A CAPTIONED SERVICES FOR THE HEARING IMPAIRED</p> | 14,000.00 EA | 1.0000 | 14,000.00 |

Purchaser: LaDonna OHara

(936) 4684584

ADDITIONAL CHARGE:

Vendor ID: **20228943**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No:

Employee/Employee Relationship:

TOTAL:

CONTINUED

Blanket Order: **B2400778**

HUB Status:

Purchase Class: **NonCompetitive**

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



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| Item | Description | Quantity | Unit Cost | Total Cost |
|------|---|-------------|-----------|------------|
| 2 | <p>Contractor is paid \$130.00 per hour for contracted services, including any and all preparation time.</p> <p>000P91525A CAPTIONED SERVICES FOR THE HEARING IMPAIRED Reimbursement for travel conducted in the pursuit of this agreement and appropriate per diem. ---- (i.e. hotel, mileage, rental car, per diem) ---- Hotel - \$96.00 per night plus taxes Mileage - \$0.54.5 cents per mile Meals - \$51.00 per day max</p> | 1,000.00 EA | 1.0000 | 1,000.00 |

| | | | |
|---------------------------------|---------------------------------------|---------------------------|------------------|
| Purchaser: LaDonna OHara | (936) 4684584 | ADDITIONAL CHARGE: | .00 |
| Vendor ID: 20228943 | Collegiate Licensed: | DISCOUNT/TRADE-IN: | .00 |
| Req No: | Employee/Employee Relationship: | TOTAL: | 15,000.00 |
| Blanket Order: B2400778 | | | |
| HUB Status: | Purchase Class: NonCompetitive | | |

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