



# Stephen F. Austin State University

Procurement and Business Services  
Nacogdoches, Texas 75962-3030  
Phone (936) 468-2206 \* Fax (936) 468-4282

PO Number: <b>P2301947</b>
PO Date: <b>01/30/23</b>
Delivery Date: <b>05/30/23</b>

**Supplier:**

The Spelman & Johnson Group  
DBA: Spelman Johnson  
3 Chapman Ave  
Easthampton MA 01027-1405

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

eaj@spelmanandjohnson.com

**Send Billing Invoice to:**  
Stephen F. Austin State University  
P.O. Box 6085  
Nacogdoches, TX 75962-6085  
ATTN: Accounts Payable

**Ship to:** Joann Black  
President's Office  
Austin Bldg 315  
2102 Alumni Dr  
SFA Box 6078  
  
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	EXEMPT per Policy 17.1-Other Professional Services ---- RE: Vice President for Student Affairs ---- In accordance with search contract dated 1/18/2023 per iContracts #846282.  000P96130C SEARCH FIRM SERVICES  Administrative expenses one-time flat fee	1.00 SRV	4,000.0000	4,000.00
2	000P96130C SEARCH FIRM SERVICES	1.00 SRV	18,331.5000	18,331.50

**Purchaser:** Kay Johnson (936) 4684037  
Vendor ID: **20324535** Collegiate Licensed:  
Req No: **R0077136**  
Blanket Order: Employee/Employee Relationship:  
HUB Status: Purchase Class: **Exempt - SFA Policy 17.1**

**ADDITIONAL CHARGE:**  
**DISCOUNT/TRADE-IN:**  
**TOTAL: CONTINUED**

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

150002-30017-772400	\$3,563.59
350010-30017-772400	\$436.41
150002-30017-772400	\$9,165.75
350010-30017-772400	\$9,165.75
150002-30017-772400	\$9,165.75
350010-30017-772400	\$9,165.75
150002-30017-772400	\$9,166.00
350010-30017-772400	\$9,166.00
150002-30017-772400	\$5,000.00
350010-30017-772400	\$5,000.00



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Item	Description	Quantity	Unit Cost	Total Cost
3	Installment # 1 Due upon receipt of fully executed contract and invoice 000P96130C SEARCH FIRM SERVICES	1.00 SRV	18,331.5000	18,331.50
4	Installment #2 - Due 30 days after start of search 000P96130C SEARCH FIRM SERVICES	1.00 SRV	18,332.0000	18,332.00
5	Installment #3 - Due 30 days after installment #2. ---- Adjusted based on final salary offer amount 000P96130C SEARCH FIRM SERVICES	10,000.00 SRV	1.0000	10,000.00

**Purchaser:** Kay Johnson (936) 4684037  
Vendor ID: **20324535** Collegiate Licensed:  
Req No: **R0077136**  
Blanket Order: Employee/Employee Relationship:  
HUB Status: Purchase Class: **Exempt - SFA Policy 17.1**

**ADDITIONAL CHARGE:**  
**DISCOUNT/TRADE-IN:**  
**TOTAL: CONTINUED**

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Item	Description	Quantity	Unit Cost	Total Cost
	Travel and related expenses estimated at \$10,000 ---- Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received.			

**Purchaser:** Kay Johnson (936) 4684037  
 Vendor ID: **20324535** Collegiate Licensed:  
 Req No: **R0077136**  
 Blanket Order: Employee/Employee Relationship:  
 HUB Status: Purchase Class: **Exempt - SFA Policy 17.1**

<b>ADDITIONAL CHARGE:</b>	<b>.00</b>
<b>DISCOUNT/TRADE-IN:</b>	<b>.00</b>
<b>TOTAL:</b>	<b>68,995.00</b>

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