



# 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

Parchment LLC  
7001 N Scottsdale Rd Ste 1050  
Scottsdale AZ 85253-3665

PO Number: **P2401041**

PO Date: **08/31/23**

Delivery Date: **12/31/24**

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

jennifer.jackson@parchment.com

**Send Billing Invoice to:**

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

**Ship to:**

Dalia Duran  
Office of the Registrar  
Rusk Bldg 204  
2008 Alumni Dr N  
SFA Box 13050

Nacogdoches TX 75962

**Terms: Net 30**

**FOB: Vendor Delivery**

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

Item	Description	Quantity	Unit Cost	Total Cost
1	<p>EXEMPT POLICY 17.1 - fees, not otherwise identified herein; ---- Services commence on 01/01/2024 and continue until 12/31/2024. ---- Initial Invoicing will be January 1, 2024.</p> <p>000P96339A FEES (NOT OTHERWISE CLASS.)</p> <p>Statement of Work - Parchment Award Services - Diploma Services Subscription ---- Credential Type - Diploma</p>	1.00 SRV	49,972.0000	49,972.00

<b>Purchaser:</b> Kim Jones (936) 4686551	<b>ADDITIONAL CHARGE:</b> <b>DISCOUNT/TRADE-IN:</b> <b>TOTAL: CONTINUED</b>
Vendor ID: <b>20424243</b> Collegiate Licensed:	
Req No: Employee/Employee Relationship:	
Blanket Order: Purchase Class: <b>Exempt - SFA Policy 17.1</b>	
HUB Status:	

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

150002-29311-772100 \$49,972.00



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Item	Description	Quantity	Unit Cost	Total Cost
	Credential Size - 11x14 Delivery Method - Print to Students Packaging - 11.5x14.5 Envelope Price per Credential - \$16.12 x annual volume of 3100 = \$49,972.00 ---- In accordance with Parchment Award - Transcript Services fully executed on 10/12/2020 and Amendment #1 for Diploma Services fully executed on 08/31/2023.			

<b>Purchaser:</b> Kim Jones	(936) 4686551	<b>ADDITIONAL CHARGE:</b>	<b>.00</b>
Vendor ID: <b>20424243</b>	Collegiate Licensed:	<b>DISCOUNT/TRADE-IN:</b>	<b>.00</b>
Req No:	Employee/Employee Relationship:	<b>TOTAL:</b>	<b>49,972.00</b>

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