



# 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

Contemporary Tours Inc  
100 Crossways Park Dr W  
Ste 400  
Woodbury NY 11797-2012

maureen@contemporarytours.com

PO Number: **P2401862**

PO Date: **12/05/23**

Delivery Date: **05/21/24**

**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
	EXEMPT POLICY 05-301 - Group Travel ---- Business Study Abroad Program to Scotland and Ireland led by Dr. Lindsey and Dr. Kouliavtsev from 05/11/2024-05/24/2024 Agreement based upon minimum 50 paying participants and 2 faculty free of charge in Single Rooms ---- In accordance with iContracts #970078 ---- 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: **20218020**

Collegiate Licensed:

**DISCOUNT/TRADE-IN:**

Req No: **R0079928**

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.

150013-29123-772990	\$25,000.00
150013-29123-772990	\$96,200.00
150013-29123-772990	\$96,150.00



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Item	Description	Quantity	Unit Cost	Total Cost
1	TA# 3Q3H 000P96178A TRAVEL AGENCY SERVICES  Payment #1 First non-refundable booking deposit Due December 1, 2023	50.00 SRV	500.0000	25,000.00
2	000P96178A TRAVEL AGENCY SERVICES  Payment #2 \$1,924 per person (Estimated 50 people) Due January 20, 2024	50.00 SRV	1,924.0000	96,200.00

**Purchaser:** Nicole Ivancic

(936) 4684472

**ADDITIONAL CHARGE:**

Vendor ID: **20218020**

Collegiate Licensed:

**DISCOUNT/TRADE-IN:**

Req No: **R0079928**

Employee/Employee Relationship:

**TOTAL: CONTINUED**

Blanket Order:

Purchase Class: **Exempt per SFA Policy**

HUB Status:

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Item	Description	Quantity	Unit Cost	Total Cost
3	---- Does not include initial deposit payment  000P96178A TRAVEL AGENCY SERVICES  Final Payment \$1,923 per person (Estimated 50 people) Due February 1, 2024 ---- Does not include initial deposit amount	50.00 SRV	1,923.0000	96,150.00

<b>Purchaser:</b> Nicole Ivancic (936) 4684472	<b>ADDITIONAL CHARGE:</b> .00
Vendor ID: <b>20218020</b> Collegiate Licensed:	<b>DISCOUNT/TRADE-IN:</b> .00
Req No: <b>R0079928</b> Employee/Employee Relationship:	<b>TOTAL:</b> 217,350.00
Blanket Order:	
HUB Status:	Purchase Class: <b>Exempt per SFA Policy</b>

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150013-29123-772990	\$96,200.00
150013-29123-772990	\$96,150.00