



# 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

Cardinal Grange Search Firm, LLC  
DBA: Cardinal Grange Search  
1646 W Chester Pike Ste 30  
West Chester PA 19382-7979

jim@cardinalgrange.com

PO Number: **P2402560**

PO Date: **04/01/24**

Delivery Date: **07/01/24**

**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:**

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
	EXEMPT PER HOPS 05-301 - Other Professional Services ---- In accordance with MSA & SOW for the term: 04/01/2024 - 07/01/2024 - iContracts #1230449 ---- To provide exclusive talent consultancy services to SFASU through recruiter(s).			
1	000P96130C SEARCH FIRM SERVICES  Placement Fee	20,000.00 SRV	1.0000	20,000.00
2	000P96130C SEARCH FIRM SERVICES	3,500.00 SRV	1.0000	3,500.00

Purchaser: Kim Jones

(936) 4686551

**ADDITIONAL CHARGE:**

Vendor ID: **20502674**

Collegiate Licensed:

**DISCOUNT/TRADE-IN:**

Req No: **R0080859**

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.

310030-95109-772400 \$20,000.00

150001-15001-772400 \$3,500.00



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Item	Description	Quantity	Unit Cost	Total Cost
	Pre-approved expenses, including (but not limited to) travel, lodging, and any other applicable costs associated with the search. ---- Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received. ----			

<b>Purchaser:</b> Kim Jones	(936) 4686551	<b>ADDITIONAL CHARGE:</b>	<b>.00</b>
Vendor ID: <b>20502674</b>	Collegiate Licensed:	<b>DISCOUNT/TRADE-IN:</b>	<b>.00</b>
Req No: <b>R0080859</b>	Employee/Employee Relationship:	<b>TOTAL:</b>	<b>23,500.00</b>

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.

310030-95109-772400 \$20,000.00  
150001-15001-772400 \$3,500.00