



# 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

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PO Number: P2601751

PO Date: 01/08/26

Delivery Date: 08/31/26

Instructure, Inc.  
DBA: Parchment an Instructure Company  
PO Box 7410958  
Chicago IL 60674-0958

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

jennifer.jackson@instructure.com

<b>Send Billing Invoice to:</b> Stephen F. Austin State University P.O. Box 6085 Nacogdoches, TX 75962-6085 ATTN: Accounts Payable	<b>Ship to:</b> Mickey Diez Office of the Registrar Rusk Bldg 204 2008 Alumni Dr N SFA Box 13050 Nacogdoches TX 75962
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<b>Terms:</b> Net 30 <b>FOB:</b> Not Applicable	<b>PURCHASE ORDER NO. MUST APPEAR ON ALL SHIPPING DOCUMENTS AND INVOICES</b>
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Item	Description	Quantity	Unit Cost	Total Cost
1	EXEMPT POLICY 05-301 - Fees, not otherwise classified ---- Order: Q-523160-2 dated 12/17/2025  000P96339A FEES (NOT OTHERWISE CLASS.) Ref: S2 Description: Diploma Services Size 11x14 Start Date: 01/01/2026 End Date: 08/31/2026 Metric: Enrollment ---- In accordance with iContracts #852985 signed 01/08/2026	3,100.00 SRV	16.8000	52,080.00

<b>Purchaser:</b> Nicole Ivancic	(936) 4684472	<b>ADDITIONAL CHARGE:</b> .00
Vendor ID: 20506604	Collegiate Licensed:	<b>DISCOUNT/TRADE-IN:</b> .00
Req No: R0085333	Employee/Employee Relationship:	<b>TOTAL:</b> 52,080.00

Blanket Order: Purchase Class: **Exempt per SFA Policy**

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.

150002-29311-772100 \$52,080.00