



# Stephen F. Austin State University

Member of The University of Texas System

## Procurement and Business Services

Nacogdoches, Texas 75962-3030

Phone (936) 468-2206 \* Fax (936) 468-4282

### Supplier:

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

jennifer.jackson@instructure.com

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PO Number: **P2601751**

PO Date: **01/08/26**

Delivery Date: **08/31/26**

**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:

Mickey Diez  
Office of the Registrar  
Rusk Bldg 204  
2008 Alumni Dr N  
SFA Box 13050  
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 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

Purchaser: Nicole Ivancic

(936) 4684472

ADDITIONAL CHARGE:

.00

Vendor ID: **20506604**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

.00

Req No: **R0085333**

Employee/Employee Relationship:

TOTAL:

52,080.00

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.

150002-29311-772100 \$52,080.00