



# 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

Academic Career & Executive Search LLC  
720 Mountain Rd  
West Hartford CT 06117-1138

PO Number: **P2601918**

PO Date: **03/04/26**

Delivery Date: **02/22/27**

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

Jennifer@ACESrch.com

**Send Billing Invoice to:**

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

**Ship to:**

Sharon Brewer  
Vice Pres Academic Affairs  
Austin Bldg 309  
2102 Alumni Dr  
SFA Box 6079  
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    | In accordance with iContracts #1287490 fully executed on 03/04/2026 for the estimated timeframe of February 23, 2026 - February 22, 2027<br>----<br>RE: Dean, College Forestry and Agriculture Enhanced Search<br>----<br>Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received.<br><br>000P96130C<br>SEARCH FIRM SERVICES<br><br>Enhanced search | 38,000.00 SRV | 1.0000    | 38,000.00  |

Purchaser: Kim Jones

(936) 4686551

**ADDITIONAL CHARGE:**

Vendor ID: **20565605**

Collegiate Licensed:

**DISCOUNT/TRADE-IN:**

Req No: **R0085583**

Employee/Employee Relationship:

**TOTAL: CONTINUED**

Blanket Order:

Purchase Class: **Other State Agency Contracts**

HUB Status:

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

150002-20043-772400 \$38,000.00  
150002-20043-772400 \$6,000.00



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| Item | Description  | Quantity     | Unit Cost | Total Cost |
|------|--|--------------|-----------|------------|
| 2    | ----<br>Professional Fee Cap: \$38,000.00<br><br>000P96130C<br>SEARCH FIRM SERVICES<br><br>Contractor will also invoice the University monthly for approved actual reimbursable expenses, without mark-up, including travel, advertising, video conferencing and candidate expenses, which Contractor will pay directly to the candidates to preserve confidentiality. All such reimbursable expenses mut be preapproved by the University.<br>----<br>Expense Fee Cap: \$6,000.00 | 6,000.00 SRV | 1.0000    | 6,000.00   |

|   |   |
|---|---|
| <b>Purchaser:</b> Kim Jones (936) 4686551               | <b>ADDITIONAL CHARGE:</b> .00                       |
| Vendor ID: <b>20565605</b> Collegiate Licensed:         | <b>DISCOUNT/TRADE-IN:</b> .00                       |
| Req No: <b>R0085583</b> Employee/Employee Relationship: | <b>TOTAL:</b> 44,000.00                             |
| Blanket Order:  |   |
| HUB Status:   | Purchase Class: <b>Other State Agency Contracts</b> |

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