

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001110176**

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
01/13/2020	1 - 01/13/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1024183 ANDERSONJ HANEYB	04ADMN	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000035839  
 SMARTSHEET INC  
 DEPT 3421  
 PO BOX 123421  
 DALLAS TX 75312-3421

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630  
 United States

**email:**

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	SMARTSHEET BUSINESS PLAN SUBSCRIPTION RENEWAL - 1 YEAR FROM: START DATE DECEMBER 8, 2019 TO DECEMBER 7, 2020 FOR FOLSOM LAKE COLLEGE - ACCOUNT ID# 5261264	29.00EA	300.00	8,700.00	01/10/2020

PAY INVOICE# INV130121 12-02-2019

PY PO# 0001107336

**Paid Ch# 94-790332**  
**01/14/20 Amt \$ 8700.00**

Sub Total Amount	8,700.00
Sales Tax Amount	0.00
Total PO Amount	8,700.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5603	11	FL.VI.OFFC	61900	00000	101E	8,700.00	2020

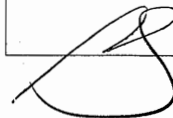
0001024183CHAVEZA10-JAN-2020

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**



Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Requisition

**Supplier:** SMARTSHEET INC  
 DEPT 3421  
 PO BOX 123421  
 DALLAS TX 75312-3421  
 United States

0000035839

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001024183	01/06/2020	1	
Requisition Name:			
FLC SMARTSHEET RENEWAL			
Requester			
Jae Anderson			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: ANDERSOJ 06-JAN-2020			

**email:**

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SMARTSHEET BUSINESS PLAN SUBSCRIPTION RENEWAL	29	EA	300.00	8,700.00	01/08/2020

8,700.00 Sub-total  
674.25 Est. tax

Total Requisition Amount: 9,374.25

Invoice attached.

If paying electronically, please utilize our bank information below and note your customer name and invoice number in the payment details. To pay by credit card, a separate email has been sent to the primary billing contact on the account which includes login details for our Customer Center.

**Electronic Payment Details:**

Bank Detail: Silicon Valley Bank, 3003 Tasman Drive, Santa Clara, CA 95054, USA  
 Transit #: 121140399  
 Account #: 3301001766  
 SWIFT Code: SVBKUS6S  
 Federal Tax ID: 20-2954357

**Check Payment Details:**

Please note your invoice number and remit to the address below. Only USD checks are accepted.  
 Smartsheet Inc.  
 Dept 3421, PO BOX 123421

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5603	11	FL.VI.OFFC	61900	00000	101E	8,700.00

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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# Invoice #INV130121

Invoice Date: 12/2/2019

**Smartsheet Inc.**  
10500 NE 8th St Ste 1300  
Bellevue WA 98004  
United States

**Bill To**  
Folsom Lake College  
10 College Parkway  
Folsom CA 95630  
US

**Ship To**  
Folsom Lake College  
10 College Parkway  
Folsom CA 95630  
US

Account ID	Terms	Due Date	PO #	Memo
5261264	Net 30	1/1/2020		Annual Renewal

Category	Item	Rate	Qty	Units	Start Date	End Date	Amount
Subscription Service	Business Plan - Licensed Users	\$300.00	29	License	12/8/2019	12/7/2020	\$8,700.00

The following hyperlinks have been added to provide expedited support for your Smartsheet Finance questions and/or requests:

1. If you have **already paid** the outstanding invoice(s) shown on this statement or have a **payment already scheduled**, click [here](#)
2. To provide a **Purchase Order (PO)** for any outstanding invoice(s), click [here](#)
3. To **update billing information** (contact name, email address, etc.), click [here](#)
4. To **declare tax exempt status** and provide documentation, click [here](#)
5. To **download our W-9**, click [here](#)
6. If the above links do **NOT** resolve your questions/concerns and you would like **Smartsheet Finance to contact you**, click [here](#)

Please note, clicking on any of the hyperlinks above will take you to a Webform powered by Smartsheet.

<b>Subtotal</b>	\$8,700.00 USD
<b>Tax</b>	\$0.00 USD
<b>Total</b>	\$8,700.00 USD
<b>Amount Applied</b>	(\$0.00) USD
<b>Amount Due</b>	\$8,700.00 USD

If paying electronically, please utilize our bank information below and note your customer name and invoice number in the payment details. To pay by credit card, a separate email has been sent to the primary billing contact on the account which includes login details for our Customer Center.

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Please note your invoice number and remit to the address below. Only USD checks are accepted.  
Smartsheet Inc.  
Dept 3421, PO BOX 123421  
Dallas, TX 75312-3421

**Questions?** Email us at [finance@smartsheet.com](mailto:finance@smartsheet.com) or call (425) 326-3995.

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