COMPLETED

Los Rios Community College District

PURCHASE ORDER NO 0001114118

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Date	Revision	Page
01/11/2021		1
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	Best Method
Reference		**Location / Dept**
1028404 ANDERSONJ HANEYB		04ADMN

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

email:

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

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
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	29.00 EA	300.00	8,700.00	01/07/2021

PRE PAY INVOICE # INV294996 12-20-2020

ACCOUNT ID # 5261264

PY PO 0001110176

PAID

CHECK #:   0094808842

DATE: 1/12/21

AMOUNT $:   8700.00

VOUCHER #:   00593814

		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	60100	00000	101E	8,700.00	2021

0001028404CHAVEZA06-JAN-2021

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 good and delivery documents to the Receiving Department at the site. Failure to so do will delay
payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good 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
PO BOX 315
BELLEVUE WA 98009-0315
United States

0000035839

Phone: (855) 420-2395   **Fax:** (425) 324-2398
email: finance@smartsheet.com

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit:	**GENFD**	**OPEN**
Req ID:	Date	Page
0001028404	12/22/2020	1
Requisition Name: FLC.SMARTSHEET.RENEWAL		
Requester Jae Anderson		
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: ANDERSOJ 22-DEC-2020		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SMARTSHEET BUSINESS PLAN SUBSCRIPTION RENEWAL	29	EA	300.00	8,700.00	12/22/2020

8,700.00	Sub-total
0.00	Est. tax

Total Requisition Amount: 8,700.00

PLEASE PREPAY ATTACHED INVOICE # INV294996
PLEASE SET UP 2 WAY MATCH

ACCOUNT ID # 5261264

PY20 PO # 0001110176

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5603	11	FL.VI.OFFC	60100	00000	101E	8,700.00

Approval Signature	**Approval Signature**	**Approval Signature**

smartsheet

Customer Contact Information

	Contract Owner	Accounts Payable
Contact Name		Brenda Haney
Email		haneyb@flc.losrios.edu
Phone		-

Customer Address Information

	Ship To	Bill To
Address Line 1	10 College Parkway	10 College Parkway
Address Line 2		
City	Folsom	Folsom
State	CA	CA
Zip	95630	95630
Country Code	US	US

Invoice Details

Customer Name	Folsom Lake College
Account ID	5261264
Payment Terms	Net 30
Purchase Order Number	
Memo	Annual Renewal
Invoice Date	12/20/2020
Due Date	1/20/2021

Category	Product	Unit Price	Unit Quantity	Subscription Term	Total Net Price
Subscription Service	Business Plan - Licensed Users	300.00	29	**12/8/2020 - 12/7/2021**	8,700.00 USD
				Subtotal	8,700.00 USD
				Tax Total	0.00 USD
				Total	8,700.00 USD
				Amount Applied	(0.00) USD
				Amount Due	**8,700.00 USD**

Credit Card and Bank Transfer
Use our Invoice Payment Page to make a secure payment by credit card or Bank Transfer (ACH Debit).
(https://app.suitesync.io/payments/acct_1FI1OuIW1RwyID0C/8945376)

ACH Credit and Wire
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 drawn on US Banks Accepted.
Smartsheet Inc.
Dept 3421, PO BOX 123421
Dallas, TX 75312-3421

*Please include your invoice number (#INV294996) in the reference/memo field of the transfer.

Questions? Visit us on our Finance Support Webpage or call (425) 326-3995 .

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