

Los Rios Community College District

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

COMPLETED

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

PURCHASE ORDER NO 0001119295

Date	Revision	Page
01/05/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1033905 ANDERSONJ ROUILLERS	04ADMN INST	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

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

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
1919 Spanos Court
Sacramento CA 95825-3981
United States

email:

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	SUBSCRIPTION SERVICE - BUSINESS PLAN - LICENSED USERS	29.00 EA	300.00	8,700.00	01/19/2022

PRE-PAY INVOICE# INV581922

PAID

CHECK #: 0094823027

DATE: 1/5/22

AMOUNT\$: 8,700.00

VOUCHER#: 00615838

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

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	5600	11	FL.VI.OFFC	99000	00000	101E	8,700.00	2022

0001033905CHAVEZA22-DEC-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 email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

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
DEPT 3421
PO BOX 123421
DALLAS TX 75312-3421
United States

0000035839

email:

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001033905	12/11/2021	1	
Requisition Name:			
SMARTSHEET - OFFC			
Requester			
Jae Anderson			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: ANDERSOJ 11-DEC-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	BUSINESS PLAN - LICENSED USERS	29	EA	300.00	8,700.00 12/23/2021

8,700.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 8,700.00

PREPAY ATTACHED INVOICE INV581922
PLEASE SET UP 2 WAY MATCH

<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	5600	11	FL.VI.OFFC	99000	00000	101E	8,700.00

Approval Signature	Approval Signature	Approval Signature
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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	12/7/2021
Due Date	1/6/2022

Category	Region	Product	Unit Price	Unit Quantity	Subscription Term	Total Net Price
Subscription Service	com-us	Business Plan - Licensed Users	300.00	29	12/8/2021 - 12/7/2022	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](https://app.suitesync.io/payments/acct_1FI1OulW1RwyID0C/12753108) to make a secure payment by credit card or Bank Transfer (ACH Debit).
(https://app.suitesync.io/payments/acct_1FI1OulW1RwyID0C/12753108)

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



Invoice #INV581922

*Please email remittance advice to Remittanceadvice@smartsheet.com and include your invoice number (#INV581922) in the reference/memo field of the transfer.

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