

Revised Purchase Order



Sales Tax Exemption

East Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of East Texas A&M University.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Jun 30, 2026	AB1186219	1	Jun 30, 2026
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
Buyer Contact:			
Buyer	Buyer Email	Buyer Phone Number	
sdb - Barnes, Sandy	sandy.barnes@etamu.edu	903.468.3000	
Customer Contact:			
Name:	Mallory Dennie		
Email:	MALLORY.DENNIE@ETAMU.EDU		
Phone:	+1 903-886-5421		

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by East Texas A&M University's Purchasing Department prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	SMARTSHEET.COM INC	Delivery Address	
Address	500 108TH AVE NE STE 200 BELLEVUE, Washington 980045580 United States	TAMUS Member:	21-East Texas A&M University (21)
Phone	+1 425-326-3995	Attn:	Mallory Dennie
FOB / FREIGHT	Destination	VPIO	
Pre-Pay & Add	Yes	Room	BA 132
Payment Terms	0, Net 30	2600 S Neal St	
Contract Number - Header	C2022-8201	Commerce, TX 75428	
Contract Number - Line	<i>no value</i>	United States	
Quote number	Q-Q-6597466	Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Attachments for supplier

Order Form - ETAM...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	245	Prepay & Add	Shipping and Handling is not to exceed \$100. If greater than \$100 obtain approval from customer contact listed on the purchase order."
	508	Changes must be Approved Prior	Any changes to this Contract without the undersigned Purchasing Agent's prior written approval is not authorized and at the expense of the Supplier.
	509	Cancellation due to Funding	This contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using Agency.
	522	Governance	Any agreement entered into by East Texas A&M University shall be governed by the laws of the State of Texas.
	525	Best Value Clause	Agency invokes "Best Value" purchase exemption under House Bill 1545.
	536	Terms & Conditions - ETAMU	This purchase shall be in accordance with the East Texas A&M University terms and conditions. To obtain, please go to the following address: https://www.etamu.edu/vendor-information/

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Enterprise Plan plusPremium Support Package -Paid User	NA	EA	47,250.00 USD	1 EA	47,250.00 USD
Total				47,250.00 USD		

Billing Information	Billing Address
To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail vendorhelp@tamu.edu. Invoice must include the PO/Reference number shown above.	East Texas A&M University ***Do Not Mail Invoices*** Email invoices to invoices@etamu.edu PO Box 3011 Commerce, TX 75429 United States

Customer Contact Information

	Contact Name	Email	Phone
Contract Owner	Jeremy Gamez	jeremy.gamez@etamu.edu	(903) 886-5969
Billing Contacts	Accounts Payable	invoices@etamu.edu	903-886-5061

Customer Address Information

	Ship To	Bill To
Street	East Texas A&M University Central Receiving	East Texas A&M University Central Receiving
City	Commerce	Commerce
State	Texas	Texas
Zip	75248	75248
Country	United States	United States

Subscription Details

Organization Name	Texas A&M University	
Payment Terms	Net 30	
Order Execution Date		
Subscription Action	Renewal in Accordance with the Existing Terms	
System Administrator Email	jeremy.gamez@etamu.edu	
The System Administrator will have administrative control over this plan and cannot be a user associated with another Smartsheet plan.		
Purchase Order	PO Number	PO Attachment
Does your organization require a PO to process payment?		
Tax Identification Number (i.e. VAT ID Number, GST Number, etc)	TBD	

Smartsheet

Product	Region	Annual / Unit Price	Unit Quantity	Extended Price	Billing Frequency	Subscription Term	Total Price
Enterprise Plan plus Premium Support Package - Paid User	US	630.00	50	31,500.00	Annual	5/30/2026 to 5/29/2027 (12 Months)	31,500.00 USD
Enterprise Plan plus Premium Support Package - Paid User	US	630.00	25	15,750.00	Annual	5/30/2026 to 5/29/2027 (12 Months)	15,750.00 USD

Total	47,250.00 USD
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This Order and any renewal of the subscription services are governed by that certain agreement governing your company's use of the Smartsheet services effective as of 5/4/2018 ("Agreement"). By executing this Order, you represent and warrant that you have the necessary authority to submit this Order.

Smartsheet will provision subscription services and promptly issue an invoice for amounts due. Invoice timing and frequency are administrative only and do not affect the existence, amount, or maturity of Customer's payment obligations. This Order is non-cancelable and fees are non-refundable. Fees for the entire Subscription Term are committed and outstanding until paid. Upon any termination of this Order or the Agreement by Customer without cause or by Smartsheet for cause, all committed and outstanding fees for the subscription term will accelerate and become immediately due and payable. Such accelerated fees reflect the consideration for committed-term pricing and represent a reasonable approximation of Smartsheet's loss upon such termination. The subscription term may be adjusted based on the actual provision date of the subscription service, which will be specified in your invoice with any corresponding prorated amounts due.

Minimum differences in feature availability may exist between Regions, for details see <https://help.smartsheet.com/regions-capability-differences>

ACCEPTED AND AGREED:

SMARTSHEET INC.

By: *Justice Reid*

Name: Justice Reid

Title: SVP, NA Sales

Date: June 18, 2026

Texas A&M University

By: *Travis A. Ball, CFPM, MCS*

Name: Travis A. Ball

Title: Executive Director, Business Services & CPO

Date: June 25, 2026