AGENDA ITEM FOR ADMINISTRATIVE MEETING

(   ) Discussion only
(X) Action

FROM (DEPT/ DIVISION): Kim Beck
CDDP

SUBJECT: Payable - Licenses

Background: Approval is sought for payment for renewal of annual licenses for Grammarly. The program is used for document review. The payable is before the Board due to the amount.	Requested Action: Approve payable to Grammarly Inc. in the amount of $5,796.00

ATTACHMENTS: Payable

************For Internal Use Only************

Checkoffs:

(   ) Dept. Head (copy)
(   ) Budget (copy)
(   ) Fiscal
(X) Legal (copy)
(   ) (Other - List:)

To be notified of Meeting:
Kim Beck

Needed at Meeting:

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Scheduled for meeting on: November 25, 2025

Action taken:

UMATILLA COUNTY PAYMENT REQUEST

P E I D - AC	76687	Call Finance for PEID #		**AUTHORIZATION-APPROVAL**	
NAME	Bank of America Lock Box Services -- Grammarly Inc.		**DEPARTMENT**	KBeck SIGNATURE	DATE PAID
ADDRESS	Lockbox 745036		**CFO**	SIGNATURE IF OVER $3,000	
ADDRESS	2706 Media Center Drive		**Board**	DATE - ATTACH APPROVAL	CHECK NUMBER
CITY, STATE, ZIP	Los Angeles, CA 90065		**SUBMITTED**	11/20/2025	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES	
$5,796.00	2185-50-54900-570011	23 - Licenses - Grammarly Business	40047	$5,796.00	11/20/25		

$5,796.00 PAGE TOTAL

$5,796.00 GRAND TOTAL

Office Use: Pretravel Auth rec: ______ Contract Reviewed: ______ Routine: ______

Office Use: Tax ID Reviewed: ______ Quotes: ______ Bids: ______

SUPERHUMAN

Invoice

Invoice #: 40047

Invoice Date : 11/20/2025

Due Date : 12/20/2025

Payment Terms : Net 30

Currency : USD

Note: Grammarly has been officially rebranded as **Superhuman Platform Inc**, as announced in a Business Wire press release. All services, products, and communications will now reflect the Superhuman name. For more information, Please visit superhuman.com

Bill To
Umatilla County Developmental Disabilities Program
817 SE 13th St
Pendleton Oregon 97801
United States

Ship To

Umatilla County Developmental Disabilities Program
817 SE 13th St
Pendleton Oregon 97801
United States

End Customer :
Umatilla County Developmental Disabilities Program

PO # :

Customer VAT/GST Number:

Item	Description	Start Date	End Date	Qty	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
Grammarly Business	Grammarly Business	12/9/2025	12/8/2026	23	$252.00	$5,796.00	0%	$0.00	$5,796.00

Subtotal	$5,796.00
Tax Total	$0.00
Total	$5,796.00
Past Due Amount	$5,796.00

ACH/Wire Payments (Preferred Method):	
Bank Name	Bank of America
Account Name	Grammarly, Inc.
Account Number	1416423476
Currency	USD
Routing Number ACH/EFT	121000358
Routing Number for Domestic US Wire	026009593
SWIFT Code for International Wire	• SWIFT – Domestic: BOFAUS3N • SWIFT – International: BOFAUS6S

Reference: Umatilla County Developmental Disabilities Program Invoice # 40047

Dispatch the check to the address indicated below:
Bank of America Lockbox Services Grammarly, Inc. Lockbox 745036 2706 Media Center Drive Los Angeles, CA 90065

Reference: Umatilla County Developmental Disabilities Program Invoice # 40047

40047

SUPERHUMAN

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Credit Card Payment Link:
https://app.suitesync.io/payments/acct_1IGZVIJcq4IflyXN/custinvc/5740076

40047