

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Dan Lonai, Administrative Services

PROGRAM: Elections

SUBJECT: Election Payable

<p>Attached is a payable for ballot envelopes for the upcoming election. The invoice is \$17,410.00 which is over \$5,000, and requires Commissioner approval. This is a yearly routine expense for conducting an election, and has been budgeted.</p>	<p>() <u>ACTION REQUESTED:</u> Please approve and sign the attached payable.</p>
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ATTACHMENTS: Payable

Date: (8-30-2018) Submitted By: (Dan Lonai)

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

Checkoffs:

- () Dept. Head (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on:

Action taken:

Follow-up:

INVOICE



PO Box 186 • Bend, OR 97709-0186
 541 / 382-3534 • 541 / 385-3225 fax
 toll free 888 / 828-1999
 www.centroprintsolutions.com

INVOICE DATE	INVOICE NUMBER
8/27/2018	216472

Client ID: U011

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Umatilla County Courthouse
 216 SE 4th St, Suite 18
 Pendleton OR 97801-9976

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c/o Bend Mailing Service
 Umatilla County
 63257 Nels Anderson Road
 Suite 101
 Bend OR 97701

YOUR ORDER NO.	SALESPERSON	OUR ORDER NO.	DATE SHIPPED	SHIPPED VIA	TERMS
Kim Lindell	Geoff	-173413	08/23/2018	Best Way	1% 10 NET 30
QTY SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT	EXTENDED PRICE
90,000	01	#11 Window Envelope w/o Tax	47.00	M/1000	4,230.00
<p>Need 2018 Tax Forms? Call (541) 382-3534, or E-mail Customerservice@centroprintsolutions.com for information.</p> <p>Prompt pay discount is not applicable on credit card payments.</p> <p>To pay by credit card, visit https://centroprint.maxcheckout.com</p> <p>A discount of \$42.30 can be taken if paid by 9/6/2018</p> <p style="text-align: center; font-size: 2em; opacity: 0.5;">Thank You!</p>					

Please pay from invoice - statement issued only on request. Past due amounts are subject to a SERVICE CHARGE of 2% PER MONTH (minimum \$1.00) which is an ANNUAL PERCENTAGE RATE of 24%
 MANUFACTURING CUSTOMS ALLOW UNDERRUNS OR OVERRUNS OF UP TO 10% OF AMOUNT ORDERED
 *EXCLUSION OF WARRANTIES: The parties agree that the implied warranties of MERCHANTABILITY and fitness for a particular purpose and all other warranties, express or implied, are EXCLUDED from this transaction and shall not apply to the goods sold.

SUB-TOTAL	SALES TAX	SHIPPING/HANDLING	4,230.00
4,230.00	0.00	0.00	4,230.00

INVOICE TOTAL
PAY THIS AMOUNT

INVOICE



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INVOICE DATE 8/27/2018	INVOICE NUMBER 216473
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Bend OR 97701

YOUR ORDER NO. Kim Lindell	SALESPERSON Geoff	OUR ORDER NO. 173414	DATE SHIPPED 08/23/2018	SHIPPED VIA Best Way	TERMS 1% 10 NET 30
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QTY SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT	EXTENDED PRICE
90,000	02	#11 Window Envelope Tax Copy	47.00	M/1000	4,230.00
<p>Need 2018 Tax Forms? Call (541) 382-3534, or E-mail Customerservice@centroprintsolutions.com for information.</p> <p>Prompt pay discount is not applicable on credit card payments.</p> <p>To pay by credit card, visit https://centroprint.maxcheckout.com</p> <p>A discount of \$42.30 can be taken if paid by 9/6/2018</p> <p style="text-align: center; font-size: 2em; opacity: 0.5;">Thank You!</p>					

<small>Please pay from invoice - statement issued only on request. Past due amounts are subject to a SERVICE CHARGE of 2% PER MONTH (minimum \$1.00) which is an ANNUAL PERCENTAGE RATE of 24% MANUFACTURING CUSTOMS ALLOW UNDERRUNS OR OVERRUNS OF UP TO 10% OF AMOUNT ORDERED *EXCLUSION OF WARRANTIES: The parties agree that the implied warranties of MERCHANTABILITY and fitness for a particular purpose and all other warranties, express or implied, are EXCLUDED from this transaction and shall not apply to the goods sold.</small>	SUB-TOTAL 4,230.00	SALES TAX 0.00	SHIPPING/HANDLING 0.00	4,230.00
				INVOICE TOTAL PAY THIS AMOUNT

INVOICE



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INVOICE DATE	INVOICE NUMBER
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c/o Bend Mailing Service
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 Suite 101
 Bend OR 97701

YOUR ORDER NO.	SALESPERSON	OUR ORDER NO.	DATE SHIPPED	SHIPPED VIA	TERMS
Kim Lindell	Geoff	173416	08/23/2018	Best Way	1% 10 NET 30

QTY SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT	EXTENDED PRICE
90,000	04	Ballot Secrecy Envelope DIE CHARGE	60.00	M/1000	5,400.00 850.00
<p>Need 2018 Tax Forms? Call (541) 382-3534, or E-mail Customerservice@centroprintsolutions.com for information.</p> <p>Prompt pay discount is not applicable on credit card payments.</p> <p>To pay by credit card, visit https://centroprint.maxcheckout.com</p> <p>A discount of \$62.50 can be taken if paid by 9/6/2018</p>					

Thank You!

Please pay from invoice - statement issued only on request. Past due amounts are subject to a SERVICE CHARGE of 2% PER MONTH (minimum \$1.00) which is an ANNUAL PERCENTAGE RATE of 24% MANUFACTURING CUSTOMS ALLOW UNDERRUNS OR OVERRUNS OF UP TO 10% OF AMOUNT ORDERED *EXCLUSION OF WARRANTIES: The parties agree that the implied warranties of MERCHANTABILITY and fitness for a particular purpose and all other warranties, express or implied, are EXCLUDED from this transaction and shall not apply to the goods sold.	SUB-TOTAL	SALES TAX	SHIPPING/HANDLING	6,250.00
	6,250.00	0.00	0.00	6,250.00

INVOICE TOTAL
PAY THIS AMOUNT

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YOUR ORDER NO.	SALESPERSON	OUR ORDER NO.	DATE SHIPPED	SHIPPED VIA	TERMS
Kim Lindell	Geoff	173415	08/23/2018	Best Way	1% 10 NET 30

QTY SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT	EXTENDED PRICE
90,000	03	#10 Regular Envelope	30.00	M/1000	2,700.00
<p>Need 2018 Tax Forms? Call (541) 382-3534, or E-mail Customerservice@centroprintsolutions.com for information.</p> <p>Prompt pay discount is not applicable on credit card payments.</p> <p>To pay by credit card, visit https://centroprint.maxcheckout.com</p> <p>A discount of \$27.00 can be taken if paid by 9/6/2018</p>					

Thank You!

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	2,700.00	0.00	0.00	

INVOICE TOTAL
PAY THIS AMOUNT