

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

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

PROGRAM: Elections

SUBJECT: Election Payable - Envelopes

<p>Attached is a payable for envelope printing, stuffing and mailing for the May election. The invoice is \$5,691.60, 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 to BMS in the amount of \$5,691.60.</p>
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ATTACHMENTS: Payable

Date: (5-8-19) 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:

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Scheduled for meeting on: May 15, 2019

Action taken:

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Follow-up:





1036 SE Paiute Way  
 Bend OR 97702  
 (541) 388-0789

Umatilla County Elections  
 ATTN: Kim Lindell  
 216 SE 4th St Ste 18  
 Pendleton OR 97801-2699

**Invoice**

DATE	INVOICE #
5/7/2019	63470

P.O. NO.	TERMS	DUE DATE	PROJECT
	Net 15	5/22/2019	Ballots - May Election

  

QTY	DESCRIPTION	RATE	AMOUNT
	Ballot Processing using Enhanced Method	5,077.80	5,077.80
	Miscellaneous Charges - Delivery Charge	163.80	163.80
	Miscellaneous Charges - Storage (See Attached Report)	450.00	450.00

<b>Total</b>	<b>\$5,691.60</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$5,691.60</b>