

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: High Performance Leadership Payable

Background: Professional Development Academy is requesting payment of \$7,500.00 for tuition to a High Performance Leadership Academy.	Requested Action: Approve the payable to Professional Development Academy in the amount of \$7,500.00.
--	--

ATTACHMENTS : Payable and Invoice

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

Checkoffs:

() Dept. Head (copy)

() Human Resources (copy)

() Budget (copy)

() Legal (copy)

() (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: February 4, 2026

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID - AC	18519	Call Finance for PEID #
NAME	GOVERNMENT EXECUTIVE MEDIA GROUP	
ADDRESS	ATTN: PROFESSIONAL DEVELOPMENT ACADEMY	
ADDRESS	PO BOX 21665	
CITY, STATE, ZIP	NEW YORK NY 10087-1665	

AUTHORIZATION-APPROVAL	
DEPARTMENT	DATE PAID
CFO	SIGNATURE
BOARD	CHECK NUMBER
SUBMITTED	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES	
\$7,500.00	1010-10-10040-570006	2025-26 TBD High Performance Leadership tuition for training X 5 less discounts	143982	\$7,500.00	09/23/25		

\$7,500.00 PAGE TOTAL

\$7,500.00 GRAND TOTAL

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

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



INVOICE

Invoice #: 143982

Date: 9/23/2025

Professional Development Academy
A Government Executive Media Group Company
 600 New Hampshire Avenue NW, LN
 Washington DC 20037
 United States

Bill To
 Umatilla County
 45496 Mission Road
 Pendleton OR 97801

CLASS INFO	PO/IO NUMBER	PAYMENT TERMS	DUE DATE
09-15-25 HPL NACo		Net 30	10/23/2025

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
5	High Performance Leadership - Tuition	\$2,995.00	\$14,975.00
5	High Performance Leadership - Tuition Member Discount	\$-1,000.00	\$-5,000.00
5	High Performance Leadership - 10 Year Anniversary Discount	\$-495.00	\$-2,475.00
INVOICE TOTAL			\$7,500.00

PAYMENT AND CREDITS APPLIED	\$0.00
TOTAL DUE	\$7,500.00

Instructions for Remittance

Check by Mail:

Government Executive Media Group
 Attn: Professional Development Academy
 PO Box 21665
 New York, NY 10087-1665

Wire Payment Instructions:

Bank: J.P. Morgan Chase
 Routing: 021000021
 Account: 781373730
 SWIFT Code: CHASUS33

Credit Card:

Invoice Date: 9/23/2025

Terms: Net 30

Due Date: 10/23/2025