

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 postage for the upcoming election. The invoice is \$20,000 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>
--	---

ATTACHMENTS: Payable

Date: () Submitted By: (Dan Lonai)

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

Checkoffs:

() Dept. Head (copy)

To be notified of Meeting:

() Fiscal

() Legal (copy)

Needed at Meeting:

() (Other - List)


Scheduled for meeting on: May 16, 2018

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID - AC	9037-01	Cell Finance for PEID #
NAME	US POSTAL SERVICE	
ADDRESS	Check to be hand delivered	
ADDRESS	USPS receipts upon return	
CITY, STATE, ZIP		

<u>AUTHORIZATION-APPROVAL</u>		
DEPARTMENT		DATE PAID
CFO	SIGNATURE OVER CHECK	
BOARD	DATE - ATTACH APPROVAL	CHECK NUMBER
SUBMITTED	5/2/2018	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$20,000.00	3530-56200	USPS Postal One Account	acct# 384291			

\$20,000.00 PAGE TOTAL

\$20,000.00 GRAND TOTAL

Office Use: Pretravel Auth rec: _____ Contract Reviewed: _____ Routine: _____
 Office Use: Tax ID Reviewed: _____ Quotes: _____ Bids: _____