

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 \$5,521.79, 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 \$5,521.79.</p>
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ATTACHMENTS: Payable

Date: (5-9-18) 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: May 16, 2018

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID - AC	Call Finance for PEID #
NAME	BMS Technologies
ADDRESS	
ADDRESS	1036 SE Paiute Way
CITY, STATE, ZIP	Bend, OR 97702

DEPARTMENT	CFO	DATE PAID
BOARD	DATE - ATTACH APPROVAL	CHECK NUMBER
SUBMITTED	5/8/2018	RETURN - HOLD

AUTHORIZATION-APPROVAL

SIGNATURE 

SIGNATURE OVER \$0,000

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$5,521.79	3530-57300	Enhanced ballot insertion	58266	\$5,521.79		

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

\$5,521.79 PAGE TOTAL
\$5,521.79 GRAND TOTAL



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 #
5/3/2018	58266

P.O. NO.	TERMS	DUE DATE	PROJECT
	Due on receipt	5/10/2018	Ballots - May Election
QTY	DESCRIPTION	RATE	AMOUNT
41,892	Ballot Processing using Enhanced Method - #10 envelope, ballot and #9 envelope	0.12	5,027.04
	Charge to deliver ballots to Post Office, charged at exact rate	314.75	314.75
2	Pallet Storage (\$15.00 per pallet for 6 months - April through September)	90.00	180.00
		Total	\$5,521.79
		Payments/Credits	\$0.00
		Balance Due	\$5,521.79