

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

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

PROGRAM: Elections

SUBJECT: Elections Payable - Envelopes

<p>Attached is a payable for envelope printing, stuffing and mailing for the May election. The invoice is \$7,119.05, 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 Technologies in the amount of \$7,119.05.</p>
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ATTACHMENTS: Payable

Date: (5/10/2023) 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 23, 2023

Action taken:

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Follow-up:

## UMATILLA COUNTY PAYMENT REQUEST

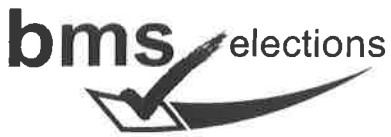
PEID - AC	14152	Call Finance for PEID #
NAME	Bend Mailing Services / BMS Technologies	
ADDRESS		
ADDRESS	20901 Cooley Rd	
CITY, STATE, ZIP	Bend, OR 97701	

### AUTHORIZATION-APPROVAL

DEPARTMENT		DATE PAID
CFO	SIGNATURE IF OVER \$1,000	
BOARD	DATE - ATTACH APPROVAL	CHECK NUMBER
SUBMITTED	5/10/2023	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$6,590.43	55010 <del>3530-55004</del>	Ballot insertion	9100305	\$7,119.05	5/10/2023	
\$168.62	3530-55010	Ballot delivery	9100305	\$7,119.05	5/10/2023	
\$360.00	3530-55010	Envelope Storage	9100305	\$7,119.05	5/10/2023	

<b>\$7,119.05</b>	PAGE TOTAL	Office Use: Pretravel Auth rec: _____ Contract Reviewed: _____ Routine: _____
<b>\$7,119.05</b>	GRAND TOTAL	Office Use: Tax ID Reviewed: _____ Quotes: _____ Bids: _____



20901 Cooley Rd  
 Bend OR 97701  
 (541)388-0789

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

DATE	TERMS	DUE DATE
05/10/2023	Net 15	05/25/2023
INVOICE #		PO #
9100305		

DESCRIPTION	AMOUNT
BALLOT PROCESSING (See Attached Report)	\$7,119.05



20901 COOLEY RD  
 BEND OR 97701

<b>TOTAL</b>	\$7,119.05
<b>PAYMENTS/CREDITS</b>	\$0.00
<b>BALANCE DUE:</b>	\$7,119.05

UMATILLA COUNTY ELECTIONS  
 ATTN: KIM LINDELL  
 216 SE 4TH ST STE 18  
 PENDLETON OR 97801-2699

BMS TECHNOLOGIES  
 20901 COOLEY RD  
 BEND OR 97701-3406