

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

() Action

FROM (DEPT/ DIVISION): UCSO/Criminal

PROGRAM: 15600

SUBJECT: Vehicle Decal Installation

Background: Creative Signs is the company UCSO uses to apply decals to UCSO patrol vehicles. They have invoiced us for applying decals to four vehicles from our 2025 vehicle order. The total price for those four vehicles is \$6,190.00	() <u>ACTION REQUESTED:</u> Approve payment to Creative Signs in the amount of \$6,190.00.
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ATTACHMENTS: Invoice

Date: () Submitted By: (Josh Roberts)

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

Checkoffs:

- () Exec. Asst.
() Dept. Head (copy)
() Human Resources (copy)
() Budget (copy)
() Fiscal
() Legal (copy)
() (Other - List:)

To be notified of Meeting:
Undersheriff Jim Littlefield
Captain Paul Wolverton
Lieutenant Josh Roberts

Needed at Meeting:
Captain Paul Wolverton
Lieutenant Josh Roberts

PLEASE RETURN THIS FORM AND ATTACHMENTS TO Executive Assistant

Scheduled for meeting on: January 14, 2026

Action taken:

Follow-up:

1280 SW Tutuilla RD
Pendleton, OR 97801
www.creativesignshop.com
OR #236090, ID RCE #64052
WA REG #CREATS*864QP



Invoice

Date 11/25/2025
Invoice # **60818**

541.278.2345

Bill To

Umatilla County Sheriff's Office
4700 NW Pioneer Pl.
Pendleton, OR 97801

Ship To



P.O. # Dodge Derango Units
Authorized by Lt Josh Roberts
Job/Ref # 541-969-1771
Terms

Due Date 11/25/2025

Item	Description	Qty	Price Ea.	Amount
Decals	Decal Package for DODGE DERANGO – reflective vinyl, print – – Unit 25-02	1	1,150.00	1,150.00T
Installation Perry	Installation 25-02 (man hours) – Monday, Nov. 24, 2025	1	360.00	360.00T
Decals	Decal Package for FORD EXPEDITION Derango – reflective vinyl, print – – Unit 25-06, 25-07, 25-08	3	1,150.00	3,450.00T
Installation Perry	Installation – 25-06 (man hours) – Wednesday, Dec. 17, 2025	1	360.00	360.00T
Installation Perry	Installation – 25-08 (man hours) – Tuesday, Dec. 30, 2025	1	360.00	360.00T
Installation Perry	Installation – 25-07 (man hours) – Monday, January 4, 2026	1	360.00	360.00T
Art Work	Setup graphics for Expedition	2.5	60.00	150.00T

"Your Full Service Sign & Apparel Shop!"

*Thank you for your order.
Now celebrating 18 years in business!*

**All Credit Card
charges will incur a
3.25% fee on receipt.**

Total \$6,190.00

Payments/Credits \$0.00

Balance Due **\$6,190.00**

PLEASE NOTE: As a small business, it is important that invoices are paid on time or at the time of pick up. Invoices not paid within 30 days may have a re-billing fee.