

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

() Action

FROM (DEPT/ DIVISION): UCSO/CriminalPROGRAM: 15600SUBJECT: Vehicle Decal Installation

Background:	() <u>ACTION REQUESTED:</u>
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	Approve payment to Creative Signs in the amount of \$6,190.00 .

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



541.278.2345

Invoice

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

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.

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.

Total	\$6,190.00
Payments/Credits	\$0.00
Balance Due	\$6,190.00