

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 ballot secrecy envelopes for the upcoming election. The invoice is \$7,668.00 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 CENVEO in the amount of \$7,668.00.</p>
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ATTACHMENTS: Payable

Date: (2-3-2022) 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: February 9, 2022

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID - AC	14669-01	Call Finance for PEID #
NAME	CENVEO Worldwide Limited	
ADDRESS	ATTN: COMM ENV PRODUCTS	
ADDRESS	PO BOX 74007456	
CITY, STATE, ZIP	Chicago, IL 60674-7456	

AUTHORIZATION-APPROVAL

DEPARTMENT	SIGNATURE		DATE PAID
CFO	 SIGNATURE OVER \$5,000		
BOARD			DATE ATTACH APPROVAL
SUBMITTED	1/25/2022		RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$7,412.40	3530-57300	95000 #10 Qbrm envelopes to BMS	111-381786	\$7,668.00	01/19/2022	
\$255.60	3530-57300	5000 #10 QBRM envelopes to County office	111-381786 combo	\$249.80		
\$7,668.00 PAGE TOTAL						

Office Use: Pretravel Auth rec: _____ Contract Reviewed: _____ Routine: _____

Office Use: Tax ID Reviewed: _____ Quotes: _____ Bids: _____

\$7,668.00	GRAND TOTAL
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CENVEO

INVOICE # 111 - 381786

6520 S.190TH ST.SUITE 100
KENT, WA 980322169
800-347-6989

REMIT TO: CENVEO WORLDWIDE LIMITED

GST/HST: 72110 5914 RM0001
QST: 1226245801
BC: PST-1153-3075

PO BOX 74007456
Chicago, IL 60674-7456

Date: 1/19/22 Acct#: 6806

S O L D T O	UMATILLA COUNTY DEPT. OF ADMINISTRATIVE SERVICES 216 SE 4TH STREET PENDLETON OR 97801	S H I P T O	UMATILLA COUNTY ELECTIONS ATTN:KIM LINDELL, COUNTY CLERK 216 SE 4TH ST. PENDLETON OR 97801

TERMS	SALESPERSON	CUSTOMER PO NUMBER				SHIPPED VIA
NET 30	TAYLOR, DAN	KIM LINDELL	380590450			FXG
ORDER NUMBER	DATE SHIPPED	B/L NO	COL	PREPAID	PPD/CHG	F.O.B.
550454 - 01	1/18/22	592851		X		DEST

ITEM	QUANTITY SHIPPED	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	5000	51	10 REG WEB 24 WHITE WOVE #10VBM-QBRM RETURN EPS 1OZ VER FLEX 2C/OUT IN KENT NO WDW CONVERTS WITH	51.12 M	255.60

150000	ORDERED	SALES TAX AMOUNT	SALES TAX	.00
	ORDER TOTAL	255.60	TOTAL	7668.00

TERMS AND CONDITIONS OF SALE
Cenveo.com/Company/Terms-And-Conditions
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CENVEO

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S O L D T O	UMATILLA COUNTY DEPT. OF ADMINISTRATIVE SERVICES 216 SE 4TH STREET PENDLETON OR 97801	S H I P T O	UMATILLA COUNTY ELECTIONS C/O: BEND MAILING SERVICES 20901 COOLEY RD BEND OR 977013615

TERMS	SALESPERSON	CUSTOMER PO NUMBER				SHIPPED VIA
NET 30	TAYLOR, DAN	KIM LINDELL	380170080			REDDAWAY
ORDER NUMBER	DATE SHIPPED	B/L NO	COL	PREPAID	PPD/CHG	F.O.B.
550454 - 00	1/18/22	592853		X		DEST

ITEM	QUANTITY SHIPPED	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	145000	51	10 REG WEB 24 WHITE WOVE #10VBM-QBRM RETURN EPS 1OZ VER FLEX 2C/OUT IN KENT NO WDW CONVERTS WITH	51.12 M	7412.40
150000		ORDERED	SALES TAX AMOUNT	SALES TAX	.00
		ORDER TOTAL	7412.40	TOTAL	

TERMS AND CONDITIONS OF SALE
Cenveo.com/Company/Terms-And-Conditions
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