

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 \$5,245.80 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 \$5,245.80.</p>
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ATTACHMENTS: Payable

Date: (11-4-2021) 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: November 10, 2021

Action taken:

Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

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

AUTHORIZATION-APPROVAL

DEPARTMENT			DATE PAID
CFO	<small>SIGNATURE IF OVER \$3,000</small>		
BOARD	DATE -- ATTACH APPROVAL	CHECK NUMBER	
SUBMITTED	11/2/2021	RETURN - HOLD	

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$4,996.00	3530-57300	95000 secrecy sleeves to BMS	111-355356	\$4,996.00	10/22/2021	
\$249.80	3530-57300	5000 secrecy sleeves to County office	111-355356 combo	\$249.80		
\$5,245.80 PAGE TOTAL						

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

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

\$5,245.80 GRAND TOTAL

CENVEO

INVOICE # 111 - 355356

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: 10/22/21

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	BEND MAILING 20901 COOLEY RD
			BEND OR 9770136

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.
550335 - 01	10/21/21	564034		X		DEST

ITEM	QUANTITY SHIPPED	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	95000	51	3-7/8 X 8 REG OS1SS IT 24 WW VBM SECRECY SLEEVE FLEX 1C OUT / 1C IN 5/16 IN-LINE HOLE FRONT 3/8 HOLE BACK COMBO WITH ORDER #550287	49.96 M	4746.20

100000	ORDERED	INVOICE TAX AMOUNT		SALES TAX	.00
	ORDER TOTAL WITH TAX	4746.20	** C **	TOTAL	4996.00

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

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 ATTN:KIM LINDELL, COUNTY CLERK 216 SE 4TH ST. PENDLETON OR 97801
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TERMS	SALESPERSON	CUSTOMER PO NUMBER	SHIPPED VIA		
NET 30	TAYLOR, DAN	KIM LINDELL	380590450		FDX
ORDER NUMBER	DATE SHIPPED	B/L NO	COL	PREPAID	PPD/CHG
550335 - 00	10/20/21	564027		X	DEST

ITEM	QUANTITY SHIPPED	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	5000	51	3-7/8 X 8 REG OS1SS IT 24 WW VBM SECRECY SLEEVE FLEX 1C OUT / 1C IN 5/16 IN-LINE HOLE FRONT 3/8 HOLE BACK COMBO WITH ORDER #550287	49.96 M	249.80

100000 ORDERED
 ORDER TOTAL WITH TAX 249.80

SALES TAX

TOTAL

NEXT PAGE

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