

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Stephen Craigen, Elections/Records

PROGRAM: Elections

SUBJECT: Elections Payable

Attached is a payable for 110,000 outer ballot packet envelopes (No Tax Verbiage) for the upcoming elections. The invoice is \$10,044.10, which is over \$5,000 and requires Commissioner approval. This is a routine expense for conducting an election, and has been budgeted. This order for envelopes is enough for two county-wide elections.	() <u>ACTION REQUESTED:</u> Approve payable to Cenveo Worldwide Limited in the amount of \$10,044.10
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ATTACHMENTS: Payable

Date: (9-3-2025) Submitted By: (Stephen Craigen)

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

Checkoffs:

() Dept. Head (copy)
() Fiscal
() Legal (copy)
() (Other - List)

To be notified of Meeting: Dan Lonai

Needed at Meeting:

Scheduled for meeting on: September 17, 2025

Action taken:

Follow-up:

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	

14669-01

NAME CENVEO Worldwide Limited

ADDRESS **ATTN: COMM ENV PRODUCTS**

ADDRESS PO BOX 74007456

CITY, STATE, ZIP Chicago, IL 60674-7456

AUTHORIZATION-APPROVAL

DEPARTMENT

CFO

BOARD

SUBMITTED

DATE PAID

SIGNATURE IF OVER \$1000

9/3/2025

RETURN - HOLD

[illegible]

\$10,044.10 PAGE TOTAL

	\$10,044.10	GRAND TOTAL
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Office Use: Pretravel Auth rec: _____ Contract Reviewed: _____ Routine: _____

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

CENVEO

INVOICE # 111 - 709375

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: 8/22/25

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 C/O UMATILLA COUNTY DEPARTMENT 20901 COOLEY RD	
					BEND	

TERMS	SALESPERSON	CUSTOMER PO NUMBER	SHIPPED VIA			
NET 30	BABA, JOSHUA	KIM LINDELL	380170080 PENINSULA			
ORDER NUMBER	DATE SHIPPED	B/L NO	COL	PREPAID	PPD/CHG	F.O.B.
751993 - 00	8/21/25	917493		X		DEST

ITEM	QUANTITY SHIPPED	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	110000	51	11 SPL WDW WEB 24 WHITE WOVE 11 VBM - NO TAX FLEX 2C OUT 1 POLY WDW	91.31 M	10044.10
110000 ORDERED INVOICE TAX AMOUNT					SALES TAX .00
					TOTAL 10044.10

TERMS AND CONDITIONS OF SALE

** C **

www.Cenveo.com/Company/Terms-And-Conditions

MK-