AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only
(X) Action

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

PROGRAM: Elections

SUBJECT: Elections Payable

	( ) ACTION REQUESTED:
Attached is a payable for 110,000 #10 return ballot packet envelopes for the upcoming elections. The invoice is $8,195.00, 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.	Approve payable to Cenveo Worldwide Limited in the amount of $8,195

ATTACHMENTS: Payable

Date: (10-22-2025) 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:

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Scheduled for meeting on: November 5, 2025

Action taken:

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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 IF OVER $3,000	
BOARD	DATE - ATTACH APPROVAL	CHECK NUMBER
SUBMITTED	10/21/2025	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES	
$8,195.00	35300-520013	110,000 #10 envelopes -return sig	111-708159	$8,195.00	08/19/2025		

$8,195.00 PAGE TOTAL

$8,195.00 GRAND TOTAL

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

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

CENVEO WORLDWIDE LIMITED

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

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

INVOICE NO. 111 - 708159

CENVEO WORLDWIDE LIMITED

PO BOX 74007456
Chicago, IL 60674-7456

DATE	ACCOUNT NUMBER
8/19/25	6806

SOLD TO

UMATILLA COUNTY DEPT. OF
ADMINISTRATIVE SERVICES
216 SE 4TH STREET
PENDLETON OR 97801

SHIP TO

BEND MAILING
C/O UMATILLA COUNTY DEPT
20901 COOLEY RD

BEND OR 977013615

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.
751994-00	8/18/25	914485		X		DEST

ITEM	QUANTITY SHIPPED	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	110000	51	10 REG WEB 24 WHITE WOVE 10VBM-T QBRM RETURN EPS 1OZ VE FLEX 2C/OUT IN KENT NO WDW	74.50 M	8195.00
	110000	ORDERED	INVOICE TAX AMOUNT		.00

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

*** PDF COPY ***

** C **

TOTAL DUE 8195.00

UMATILLA COUNTY

Kim Lindell <kim.lindell@umatillacounty.gov>

Re: Payment Inquiry

3 messages

Dan Lonai <dan.lonai@umatillacounty.gov> Tue, Oct 21, 2025 at 3:37 PM
Reply-To: dan.lonai@umatillacounty.gov
To: "Hamilton, Curtis" <Curtis.Hamilton@cenveo.com>, Kim Lindell <kim.lindell@umatillacounty.gov>, Stephen Craigen <stephen.craigen@umatillacounty.gov>

Curtis,

I am including Kim and Steve in this email. The only invoice I was aware of was 917493 which we just paid. I have not seen this invoice, 914485, before. I will have Kim check on it and will get back to you.

Thank you,

Dan

On Mon, Oct 20, 2025 at 8:29 AM Hamilton, Curtis <Curtis.Hamilton@cenveo.com> wrote:

Hi Dan,

Would you be able to assist in providing payment information for the item below? I am attaching a copy of the invoice for your reference. Thank you.

708159 8/19/2025 9/18/2025 $8,195.00

Thank you,

Curtis Hamilton

Accounts Receivable

812.590.7816

Curtis.Hamilton@Cenveo.com