## FROM (DEPT/ DIVISION): Stephen Craigen, Elections/Records **PROGRAM:** Elections **SUBJECT:** Elections Payable - Professional Services/Contracts ) ACTION REQUESTED: Attached is a payable for envelope printing, inserting and mailing for the May election. The invoice is Please approve and sign the attached payable to \$7,536.45, which is over \$5,000, and requires BMS Technologies in the amount of \$7,536.45. Commissioner approval. This is a yearly routine expense for conducting an election, and has been budgeted. ATTACHMENTS: Payable Date: (5/20/2024) Submitted By: (Stephen Craigen) \*\*\*\*\*\*\*\*\*\*\*For Internal Use Only\*\*\*\*\*\*\* Checkoffs: ) Dept. Head (copy) To be notified of Meeting: Dan Lonai ) Fiscal ) Legal (copy) Needed at Meeting: ) (Other - List) \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Scheduled for meeting on: June 5, 2024

\*

Action taken:

Follow-up:

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

(X) Action

## UMATILLA COUNTY PAYMENT REQUEST

PEID-AC	14152	Call Finance for PEID #		AUTHORIZATIC	AUTHORIZATION-APPROVAL	
NAME		Bend Mailing Services / BMS Technologies	DEPARTMENT	A STATE OF THE PARTY OF THE PAR	Jun S	DATE PAID
ADDRESS			CFO	SIGNATIONE	ATURE IF OVER \$1 000	
ADDRESS	20901 Cooley Rd	p	BOARD	CALE	AT INCH APPROVAL	OHECK NUMBER
CITY, STATE, ZIP	Bend, OR 97701	11	SUBMITTED	5/20/	5/20/2024	RETURN - HOLD
AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$7,536.45	35300 -530012	\$7,536.45 35300 -530012 Ballot insertion for May Primary 2024	91003961	\$7,536.45	5/17/2024	
\$7,536.45	\$7,536.45 PAGE TOTAL		Office Use: Pretravel Auth rec:		Contract Reviewed:	Routine:
\$7,536.45	\$7,536.45 GRAND TOTAL		Office Use: Tax ID Reviewed:		Onotes: Bids:	



Umatilla County Elections ATTN: Kim Lindell 216 SE 4th St Ste 18 Pendleton OR 97801-2699

DATE	TEF	RMS	DUE DATE	
05/17/2024	Net	: 15	06/01/2024	
INVOICE	#		PO #	
9100361				

DESCRIPTION	The state of the state of	Total Print 185	T. Tarrell .	AMOUNT
BALLOT PROCESSING				\$7,536.45
(See Attached Report)				

MAY 2 n 2024



TOTAL	\$7,536.45
PAYMENTS/CREDITS	\$0.00
BALANCE DUE:	\$7,536.45

UMATILLA COUNTY ELECTIONS ATTN: KIM LINDELL 216 SE 4TH ST STE 18 PENDLETON OR 97801-2699 BMS TECHNOLOGIES 20901 COOLEY RD BEND OR 97701-3406