

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

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

PROGRAM: Elections

SUBJECT: Elections Payable - Professional Services/Contracts

<p>Attached is a payable for envelope printing, inserting and mailing for the May election. The invoice is \$7,536.45, 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 BMS Technologies in the amount of \$7,536.45.</p>
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ATTACHMENTS: Payable

Date: (5/20/2024) 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: June 5, 2024

Action taken:

Follow-up:



20901 Cooley Rd
 Bend OR 97701
 (541)388-0789

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

DATE	TERMS	DUE DATE
05/17/2024	Net 15	06/01/2024
INVOICE #		PO #
9100361		

DESCRIPTION	AMOUNT
BALLOT PROCESSING (See Attached Report)	\$7,536.45

MAY 20 2024



20901 COOLEY RD
 BEND OR 97701

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