

1386

DEPARTMENT: District Clerks Office

VENDOR: Southwest Filing & Storage

PO # N/A

PO DATE:

INV DATE: 7/27/2020

APPROVAL REQUIRED **DATE APPROVED:**

EXPLANATION: Supplies were shipped before a PO could given.

1387

RECEIVED

AUG 4 2020

INVOICE

SOUTHWEST FILING & STORAGE

NAVARRO COUNTY
AUDITOR'S OFFICE

Filing & Storage Solutions • Courthouse Suppliers • Business Forms

P.O. Box 851032 • Mesquite • Texas • 75185 • 972-239-5204 • Fax 972-239-5939

SOLD TO: District Clerk
300 W. Third Ave., #201
Corsicana, TX 75110

INVOICE DATE	INVOICE NO.	CUSTOMER ORDER NO.	SHIPPED TO
7/27/20	15626		

QUANTITY	DESCRIPTION	UNIT	TOTAL
6	Rolls Numeric Labels		\$ 57.00
	shipping		15.42

Debit: 101-440-310 ~~\$57.00~~
 Desc: Numeric Labels shipping ~~\$15.42~~
 PO#: NA
 Invoice#: 15626
 Vendor#: 5267

J. B. T. J.

AUTO RE-FILL

* CALLED FOR RE-BUT INVOICE
ALREADY SENT.

TOTAL	
SALES TAX	
TOTAL DUE	\$ 72.42

1388



NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Kaye Martin, Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant
Fax: (903) 654-3097

Terri Gillen, County Auditor
Phone: (903) 654-3095

601 North 13th Street, Suite 6
Corsicana, TX 75110
e-mail: auditor@navarrocounty.org

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

- Item incurred before purchase order issued
- Purchase order number is inconsistent with invoice
- Amount billed does not match the purchase order
- Vendor on purchase order does not match invoice
- Insufficient documentation to process payment
- Signature or date not present
- System shows invoice paid
- Budget Account Number (Line Item) is missing – Acct # _____
- Insufficient budget in Line Item
- Payment Request inconsistent with County Policy
- Other _____

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: Per Josh vendor shipped before the
clerk's office could give him a PO 08/03/2020

The Department Head or Elected or Appointed Official must sign this form confirming notification that the Navarro County Purchasing Policy was not followed on this purchase.

[Signature]
Signature

8/5/2020
Date