

1390



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 6
Corsicana, Texas 75110
e-mail: auditor@navarrocounty.org

Natalie Robinson, First Assistant,
Kaye Martin, Assistant
Lisa Clay, Assistant
Patty Wells, Assistant
Jan Wise, Administrative Assistant

Terri Gillen, County Auditor Phone: (903) 654-3095 Fax: (903) 654-3097

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
- Budget Account Number (Line Item) is missing - Acct # _____
- Insufficient budget
- 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: BUDGETED AS COURTHOUSE FUNDS. I DID NOT OBTAIN PB FOR THAT REASON. SORRY! ;)

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

8/17/2020
Date

1391

10

DEPARTMENT: Precinct 3

VENDOR: JPM

PO # N/A

PO DATE:

INV DATE: 7/16/2020

APPROVAL REQUIRED **DATE APPROVED:**

EXPLANATION: Yearly BPO was referenced - Over \$100.00

1392

Sales Receipt #50929

7/16/2020
Cashier: heather
Page 1

REPRINTED

RECEIVED



AUG 6 2020

NAVARRO COUNTY
AUDITOR'S OFFICE

Jarvis-Paris-Murphy Co., Inc.

J-P-M Co., Inc.
P.O. Box 460
Dawson, TX 76639
phone: (254)578-1116
fax: (254)578-3070

Bill To: Navarro Co. Precinct #3
Navarro Co. Precinct #3
300 W 3rd Ave, Suite 10
Corsicana, TX 75110

Description 1	Description 2	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
Credit 41 Extra	Glyphosate	gal	30 gal	\$15.00			30	\$15.00	\$450.00	

Subtotal: \$450.00
 Exempt 0 % Tax + \$0.00
RECEIPT TOTAL: \$450.00

Account: \$450.00

Signature

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Debit: 213-613-335
 Desc: Glyphosate Herbicide
 PO#: NA
 Invoice#: 50929
 Vendor#: 1253

Previous Account Balance: \$84.00
Account Balance: \$534.00

PO: 309727 - BPO# WAS REFERENCE
EXEMPT USE OVER \$100.00

By my signature, I understand that this merchandise is taxable. I am stating that these items are purchased for agricultural or other non-taxable use and I assume all responsibility for no tax being charged:

X _____

Thank you!



RECEIVED

AUG 17 2020

NAVARRO COUNTY
AUDITOR'S OFFICE



1393

NAVARRO COUNTY AUDITOR'S OFFICE

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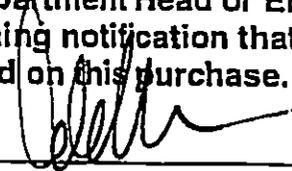
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- Item incurred before purchase order issued
- Purchase order number is inconsistent with invoice
- Amount billed does not match the purchase order
- Vendor on purchase order does not match invoice
- Insufficient documentation to process payment
- 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: Yearly BPO was referenced - Over \$100.00

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Signature

8-14-2020

Date