DEPARTMENT:	Precinct 2
VENDOR:	McCoy's Building Supply
PO #	312071
PO DATE:	
INV DATE:	10/15/2020
APPROVAL REQUIRED	DATE APPROVED:
EXPLANATION:	BPO was referenced. Over \$100.00

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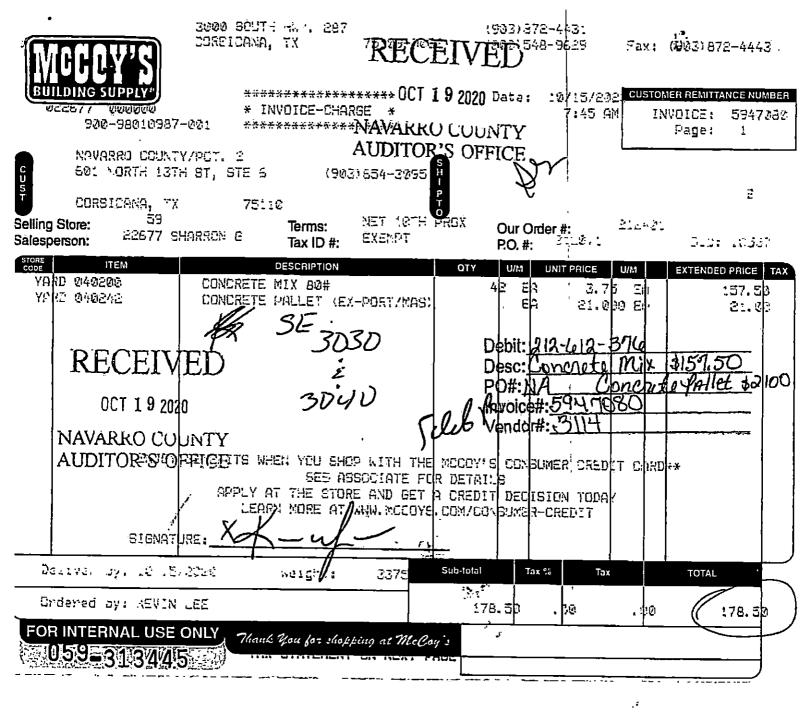
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NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 4 Corsicana, Texas 75110 e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

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

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

- Litem 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 #_____

Phone: (903) 654-3095

- 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: BPO was usep (over \$100.0

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

05-26-20

Signature

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Terri Gillen, County Auditor

Date

Revised 06/24/19