

**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

3000 SOUTH HWY. 297  
CORPORAANA, TX

(903) 872-4431  
(903) 548-9629

Fax: (903) 872-4443



RECEIVED

\*\*\*\*\* OCT 19 2020 Date: 10/15/2020  
\* INVOICE-CHARGE \* 7:45 AM

CUSTOMER REMITTANCE NUMBER  
INVOICE: 5947380  
Page: 1

NAVARRO COUNTY/PCT. 2  
501 NORTH 13TH ST, STE 5

(903) 654-3095

NAVARRO COUNTY  
AUDITOR'S OFFICE

CORPORAANA, TX 75110

Selling Store: 59  
Salesperson: 22677 SHARRON G

Terms: NET 10TH PRGX  
Tax ID #: EXEMPT

Our Order #: 212-21  
PO #: 3114

STORE CODE	ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	U/M	EXTENDED PRICE	TAX
YARD	040200	CONCRETE MIX 80#	42	EA	3.75	EA	157.50	
YARD	040242	CONCRETE PALLET (EX-PORT/MAS)		EA	21.00	EA	21.00	

RECEIVED  
 OCT 19 2020  
 NAVARRO COUNTY  
 AUDITOR'S OFFICE

SE 3030  
 3040

Debit: 212-612-376  
 Desc: Concrete Mix \$157.50  
 PO#: NA Concrete Pallet \$2100  
 Invoice#: 5947380  
 Vendor#: 3114

SIGNATURE: *[Signature]*

Delivered by: 10/15/2020	Weight: 3375	Sub-total	Tax %	Tax	TOTAL
Ordered by: KEVIN LEE		178.50	.00	.00	178.50

FOR INTERNAL USE ONLY  
059-313445

Thank You for shopping at McCoy's



**NAVARRO COUNTY AUDITOR'S OFFICE**

300 W 3<sup>rd</sup> Ave, Suite 4  
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: BPO was used (over \$100.00)

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

10/19/20  
Date