

RICHLAND SANITATION  
 P. O. BOX 135  
 RICHLAND, TX 76681

RECEIVED

OCT 13 2020

NAVARRO COUNTY  
 AUDITOR'S OFFICE

9


**Invoice**

Date	Invoice #
10/4/2020	5762

<b>Bill To</b>
Navarro County

OCT 9 '20 AM 10:54

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Pump out Holding Tank -4 county boat ramp restrooms 4  Debit: 101-102-4460 Desc: PUMPED OUT HOLDING TANKS PO#: NA Invoice#: 5762 Vendor#: 4949  	4	275.00	1,100.00

Thank you for your business.

*[Handwritten signature]*

<b>Subtotal</b>	\$1,100.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>Total</b>	\$1,100.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,100.00



**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

Terri Gillen, County Auditor

Phone: (903) 654-3095

Fax: (903) 654-3097

Jan Wise, Administrative Assistant

**INTEROFFICE MEMO**

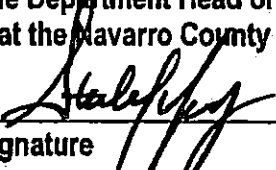
The attached item is being returned for the following reasons:

- 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

10-15-2020  
\_\_\_\_\_  
Date

**RECEIVED**

OCT 15 2020

NAVARRO COUNTY  
AUDITOR'S OFFICE