

9

**DEPARTMENT:** Precinct 4

**VENDOR:** K & S Tire Towing

**PO #** NA

**PO DATE:** NA

**INV DATE:** 11/6/2020

**APPROVAL REQUIRED**      **DATE APPROVED:**

**EXPLANATION:** PO was not requested before vehicle was towed.

RECEIVED

NOV 13 2020

NAVARRO COUNTY  
AUDITOR'S OFFICE

K & S TIRE TOWING AND RECOVERY, INC.  
1310 N. BUSINESS 45  
CORSICANA, TX. 75110  
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

76505

INVOICE

Date: 11/06/2020

NAVARRO COUNTY PCT. 4 - JAMES OLSEN

300 W 3RD AVE

Corsicana, TX 75110

Home 903-875-3318 -- Office 903-654-3097 FAX

2017 Ford -

Lic # : 90652V7

Unit # : F-550

VIN # : 1FP0W5HT4 HEC97475

Odometer In : 0

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
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PICKED UP UNIT FROM HAYDENS REPAIR SHOP.  
TOWED UNIT TO 1725 E MAIN ST GRAND PRAIRIE  
TX.

432.00

HOOK-100.00  
MILEAGE-83 MILES @ 4.00 PER MILE=332.00

Est: 214614-445  
 Desc: 2017 FORD - TOWED  
 PO#: NA  
 Invoice#: 76505  
 Vendor#: 2319

RECEIVED

NOV 18 2020

NAVARRO COUNTY  
AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	432.00
Parts:	0.00
SubTotal:	432.00
Tax:	0.00
Total:	432.00
Bal Due:	\$432.00

Customer Number : 1603

[ Payments - ]  
Vehicle Received: 11/6/2020

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

*James Olsen*  
Signature

11-17-20  
Date