

DEPARTMENT: Precinct 3 - 213-613-322

VENDOR: Texas Road & Sign Supply

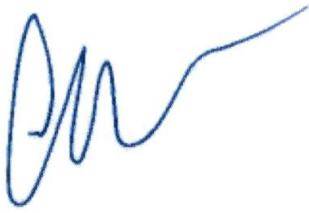
PO # NA

PO DATE: NA

INV DATE: 11/5/2020

APPROVAL REQUIRED DATE APPROVED:

EXPLANATION: Purchased without a PO number.



v-3281

RECEIVED

TEXAS ROAD AND SIGN SUPPLY, LLC  
7210 VIRGINIA PARKWAY, UNIT 6011  
MCKINNEY, TX 75071  
(866) 746-7477  
DARLENE@TEXASROADANDSIGN.COM  
WWW.TEXASROADANDSIGN.COM

Invoice

DEC 02 2020



TEXAS ROAD & SIGN SUPPLY  
www.TexasRoadAndSign.com

NAVARRO COUNTY  
AUDITOR'S OFFICE

**BILL TO**  
COMM. EDDIE MOORE  
NAVARRO CO. PCT 3  
300 W. 3RD AVE #14  
CORSICANA, TX 75110

**SHIP TO**  
COMM. EDDIE MOORE  
NAVARRO CO. PCT 3  
700 S. AUSTIN STREET  
CORSICANA, TX 75110

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3522	11/05/2020	\$769.00	12/05/2020	NET 30 (6)	\$769.00

**SHIP DATE** 11/05/2020      **SHIP VIA** BEST WAY      **SALES REP** DHS

DATE	ACTIVITY	QTY	UNIT PRICE	AMOUNT
	SIGNS & HARDWARE:TXDSGN18X24(1-9)HIP 18"X24" HIP WHITE/BLACK COPY: SPEED LIMIT 30	16	36.55	584.80T
	SIGNS & HARDWARE:POSTS:U-CHANNEL GREEN:TXC30900-010< U-CHANNEL POST 10' GREEN 2LBS/FT ***CITY OF RETREAT*****	4	29.80	119.20T

Claims against this invoice for price or quantity must be filed in writing within 7 days of invoice date. No returns after 7 days.

SUBTOTAL	704.00
TAX (0%)	0.00
SHIPPING	65.00
TOTAL	769.00
BALANCE DUE	<b>\$769.00</b>

Debit: 213-613-322  
Desc: 18" x 24" Speed Limit 30 Signs \$584.80  
PO#: NA U-Channel Posts \$119.20  
Invoice#: 3522 Shipping \$65.00  
Vendor#: 3281

RECEIVED

DEC 08 2020

NAVARRO COUNTY  
AUDITOR'S OFFICE

\*TRAFFIC SIGNS \* POSTS \* BRACKETS \*HARDWARE \* DELINEATORS\*  
\*CONSTRUCTION WORK ZONE\* WETTING AGENT\*  
\*DUST CONTROL/SOIL STABILIZERS\*



**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

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: Purchase order was not requested.

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

12-8-2020  
\_\_\_\_\_  
Date