

DEPARTMENT: District Clerk - 101-440-310

VENDOR: Southwest Filing & Storage

PO # NA

PO DATE: NA

INV DATE: 11/2/2020

APPROVAL REQUIRED **DATE APPROVED:**

EXPLANATION: PO was not requested

RECEIVED

INVOICE

DEC 23 2020

SOUTHWEST FILING & STORAGE

NAVARRO COUNTY
AUDITOR'S OFFICE

Filing & Storage Solutions • Courthouse Suppliers • Business Forms

P.O. Box 851032 • Mesquite • Texas • 75185 • 972-239-5204 • Fax 972-239-5939

SOLD TO: District Clerk
300 W. Third Ave. - #201
Corsicana, TX 75110

INVOICE DATE	INVOICE NO.	CUSTOMER ORDER NO.	SHIPPED TO
11/2/20	15652		
QUANTITY	DESCRIPTION	UNIT	TOTAL

18 Rolls Numeric & Year Labels \$171.00

shipping 16.92

Debit: 101-440-310

Desc: NUMERIC LABELS \$171.00

PO#: NA Shipping \$16.92

Invoice#: 15652

Vendor#: 5267

Just [Signature]

Auto Refill

TOTAL	
SALES TAX	
TOTAL DUE	\$187.92

RECEIVED



JAN 05 2021

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd 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: PO was not requested prior to ordering.
AUTO-REFILL

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]
Signature

1/14/21
Date