

INVOICE

RECEIVED

7

**SOUTHWEST FILING & STORAGE**

JAN 22 2021

*Filing & Storage Solutions • Courthouse Suppliers • Business Forms*

NAVARRO COUNTY  
AUDITOR'S OFFICE

**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 |
|--------------|-------------|--------------------|------------|
| 12/30/20     | 15674       |                    |            |
| QUANTITY     | DESCRIPTION | UNIT               | TOTAL      |

|   |                      |  |         |
|---|----------------------|--|---------|
| 4 | Rolls Numeric Labels |  | \$38.00 |
|   | shipping             |  | 15.42   |

RECEIVED

FEB 01 2021

NAVARRO COUNTY  
AUDITOR'S OFFICE

Debit: \_\_\_\_\_  
 Desc: \_\_\_\_\_  
 PO#: \_\_\_\_\_  
 Invoice#: \_\_\_\_\_  
 Vendor#: \_\_\_\_\_

|           |         |
|-----------|---------|
| TOTAL     |         |
| SALES TAX |         |
| TOTAL DUE | \$53.42 |



**NAVARRO COUNTY AUDITOR'S OFFICE**

300 W 3<sup>rd</sup> Ave, Suite 6  
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: PO Requested after the purchase

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

2-1-2021  
Date



RECEIVED

JAN 21 2021

NAVARRO COUNTY  
AUDITOR'S OFFICE

## Departmental Purchase Requisition

|                |                         |                 |       |
|----------------|-------------------------|-----------------|-------|
| Company        | <u>Southwest Filing</u> | Budget Number   | _____ |
| Address        | <u>Storage</u>          | Request Date    | _____ |
| City           | _____                   | Phone Number    | _____ |
| State/Province | _____                   | Zip/Postal Code | _____ |
| Country        | _____                   | Fax Number      | _____ |
|                |                         | Contact Name    | _____ |

| Stock No. | Description                            | Supplier | Quantity | Unit Cost | Amount                       |
|-----------|--|----------|----------|-----------|------------------------------|
|           | <u>4 rolls herner</u><br><u>tabulo</u> |          |          |           | <u>38.00</u>                 |
| Comments  |  |          |          |           | Total <u>38.00</u>           |
|           |  |          |          |           | Shipping Charge <u>15.42</u> |
|           |  |          |          |           | Grand Total <u>53.42</u>     |

[Signature]  
Authorized By Elected/Appointed Official  
Date 1-22-21

Return To: Navarro County Auditor's Office  
300 West 3rd Avenue, Suite 10  
Corsicana, TX 75110

Auditor Use Only

Vendor No: \_\_\_\_\_

Purchase Order No: 312741

G/L Account No: \_\_\_\_\_

Auditor Approval: \_\_\_\_\_



PURCHASE ORDER

312741

NAVARRO COUNTY

300 WEST 3RD AVENUE, SUITE 4

CORSICANA, TX 75110

PHONE: (903) 654-3095

FAX: (903) 654-3097

TAX EXEMPT #75-6001092

01/20/2021

PP 04/2021

PAYMENT TERMS: TEXAS PROMPT PAYMENT ACT

VENDOR: 005267 SOUTHWEST FILING & STORAGE GENERAL FUND  
 PO BOX 851032  
 MESQUITE, TX 75185 DISTRICT CLERK  
 (972) 239-5204

| Qty | Description                              | Account     | Item Amount | Item Total |
|-----|--|-------------|-------------|------------|
| 4   | NUMERIC LABELS<br>JILL GROUNDS VIA EMAIL | 101-440-310 | 13.36       | 53.44      |

GRAND TOTAL

53.44

APPROVED BY: Natalie Robinson DATE 01/20/21  
 NATALIE ROBINSON / TERRI GILLEN

ELECTRONIC INVOICES SHALL BE SENT TO AUDITOR@NAVARROCOUNTY.ORG

PAYMENT WILL BE MADE IN ACCORDANCE WITH TEXAS PROMPT PAYMENT ACT, TGC, SUBTITLE F, CHAPTER 2251. BUDGET PROVISIONS HAVE BEEN MADE & FUNDS ARE OR WILL BE AVAILABLE TO MEET THIS OBLIGATION WHEN DUE, PROVIDED THERE IS PROPER & LEGAL PERFORMANCE.