

**TROPHIES UNLIMITED**  
*Leaving My Mark*

420 N Beaton St.  
 Corsicana, Texas 75110

(903) 872 - 6292 trophiesunlimited@yahoo.com

**Invoice**

Invoice # I14063  
 Account # C1564  
 Inv Date 2/22/2021  
 Date Due 2/22/2021  
 Terms None  
 PO #

**Bill To**

Navarro County - Adult Probation

**Ship To**

Navarro County - Adult Probation - Kathy  
 Davis

**RECEIVED**

MAR 01 2021

Corsicana, TX 75110

Janet Henderson

NAVARRO COUNTY  
 AUDITOR'S OFFICE

SKU	Description	QTY	Rate	Total
CUSTOM	CUSTOM - Texas Sandblast board - 8x10 customized Ann Tanner 10 years of service 2021	1.000	\$45.00	\$45.00

**RECEIVED**

FEB 24 2021

NAVARRO COUNTY  
 AUDITOR'S OFFICE

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

*Thank you for allowing us  
 to touch the hearts  
 of those you care about!*

Subtotal	\$45.00
Tax	\$0.00
Tax 2	\$0.00
Shipping	\$0.00
Total	\$45.00
Payment	\$0.00
Balance	\$45.00

RECEIVED

FEB 24 2021

NAVARRO COUNTY  
AUDITOR'S OFFICE



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

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

2/23/21  
\_\_\_\_\_  
Date