

Scott-Merriman, Inc
2930 Merrell Rd
Dallas, TX 75229 US
(972) 484-7113
scott-merriman@sbcglobal.net



Invoice

BILL TO
NAVARRO COUNTY DA
300 West 3rd St. Suite 301
Corsicana, TX 75110

MAR 12 2021

SHIP TO
NAVARRO COUNTY DA
300 West 3rd St. Suite 301
Corsicana, TX 75110

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
066960	03/11/2021	\$278.00	04/10/2021	Net 30	

TRACKING NO.
sw00745023

RECEIVED

DESCRIPTION
CDF - 1 Folders
Shipping & Handling
Ordered by Lindy

MAR 15 2021
NAVARRO COUNTY
AUDITORS OFFICE

QTY	RATE	AMOUNT
200	1.27	254.00
1	24.00	24.00
BALANCE DUE		\$278.00



MAR 15 2021

NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd 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

RECEIVED

MAR 15 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

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: P.O. # 312731 for COFI fastener pos 1 back in January & was paid 2/8/21 Invoice # 066831

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

3/15/21
Date