

RECEIVED

MAR 17 2021

NAVARRO COUNTY  
AUDITOR'S OFFICE

**Your invoice# 1017735628**

March 15, 2021

SUMMARY OF YOUR CHARGES	
Current charges	\$304.47
Discounts	-\$15.23
Total tax	\$0.00
<b>TOTAL DUE 04/14/2021</b>	<b>\$289.24</b>
<i>See reverse side for invoice details.</i>	

**PAYMENT INFORMATION**  
Payment of \$289.24 is due by April 14, 2021



Sign up.

Never need to pick up the phone again. Sign up to 'Your Account' to manage everything online.  
[pitneybowes.com/us/signupnow](http://pitneybowes.com/us/signupnow)



Pay online.

Start using 'Your Account' today to manage everything online, including AutoPay.  
[pitneybowes.com/us/payonlinenow](http://pitneybowes.com/us/payonlinenow)



Questions?

Get immediate answers to your questions.  
[pitneybowes.com/us/answers](http://pitneybowes.com/us/answers)

For Billing and Account Support call: 844-256-6444

Debit: 101-406-312  
Desc: 0011358451  
PO#: N/A  
Invoice#: 1017735628  
Vendor#: 380

*[Handwritten Signature]*  
3-17-21

To pay by mail, complete and send the coupon below. Please allow 7-10 business days for mail and processing time.

Page 1 of 2

DUNS 00116-1793, TAX ID 06-0495050

Tear off here

N-000567

**Pitney Bowes**  
2225 American Drive  
Neenah, WI 54956-1005

**Pitney Bowes payment coupon**  
If you've chosen to pay by mail, please include this payment coupon with your payment.

Account #: 0011358451  
Invoice date: Mar 15, 2021  
Payment amount due: \$289.24

Invoice #: 1017735628  
Due date: Apr 14, 2021

1000001135845101017735628300002892409

0011358451

PITNEY BOWES INC  
PO BOX 371896  
PITTSBURGH PA 15250-7896

NAVARRO COUNTY  
MIKE DOWD  
601 N 13TH ST  
TAC OFFICE  
CORNICANA TX 75110-3015

Change of address/contact information?  
Please update at [pitneybowes.com/us/support/addresschange](http://pitneybowes.com/us/support/addresschange).



**COPY**

**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**

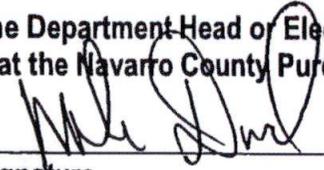
The attached item is being returned for the following reasons:

- 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**

3-17-21  
\_\_\_\_\_  
**Date**