

DEPARTMENT: Precinct 4 - 214-614-321

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VENDOR: Kirby-Smith Machinery

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PO # N/A

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PO DATE: 5/3/2021

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INV DATE: 4/29/2021

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APPROVAL REQUIRED DATE APPROVED:

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EXPLANATION: PO was requested after purchase.

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8505 S Central Expwy  
 Dallas, TX 75241  
 214-371-7777 • 800-753-1247  
 Parts Fax: 214-372-4172

PLEASE REMIT TO:

KSM EXCHANGE LLC

ACH OR WIRE

P.O. Box 270360

Credit Department

Oklahoma City, OK 73137

405-495-7820

www.kirby-smith.com  
 Ship To: CUSTOMER PICK UP

RECEIVED

MAY 4 2021

NAVARRO COUNTY  
 AUDITOR'S OFFICE

Invoice To: NAVARRO COUNTY PCT. 1, 2, 3, 4  
 COUNTY COURTHOUSE  
 300 WEST 3RD AVE  
 CORSICANA TX 75110

Attention: Michael 903-641-8978

Branch DALLAS			CNYYYY		
Date 04/29/21	Time 22:34:44 (B)	Page 01			
Account No NAVAR002	Phone No 9036543095	Inv No P0903209			
Ship Via WC	Purchase Order				
Tax ID No GOV'T	12/31/9999				
		Salesperson 056			

PARTS INVOICE

ORDER#: 083977

UNIT 1: 6X4 WHEELED 4100000612 XL4100

Part#	Description	Bin	ORD	ISS	SHF	B/O	UTTTT	Price	Amount
84719758S	SER KIT, REPLAC D060241		1	1	1		1	342.74	342.74
FI	FREIGHT IN		1	1	1		1	41.68	41.68
ON ACCOUNT									384.42

Debit: 214-614-321  
 Desc: Unit 459 - Hydraulic Service Kit \$342.74  
 PO#: NA Unit 459 - Shipping \$41.68  
 Invoice#: P0903209  
 Vendor#: 6063  
*(Signature)*

RECEIVED

MAY 05 2021

NAVARRO COUNTY  
 AUDITOR'S OFFICE



Thank You!  
 WE APPRECIATE YOUR BUSINESS



X

Signature indicates acceptance of Terms and Conditions on reverse



**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

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 requested after purchase.  
Invoice Date: 04/29/2021  
PO Date: 05/03/2021

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

5.5.21  
Date

RECEIVED

MAY 05 2021

PURCHASE ORDER

313331

NAVARRO COUNTY

300 WEST 3RD AVENUE, SUITE 4

CORSICANA, TX 75110

PHONE: (903) 654-3095

FAX: (903) 654-3097

TAX EXEMPT #75-6001092

PAYMENT TERMS: TEXAS PROMPT PAYMENT ACT

05/03/2021

PP 08/2021

VENDOR: 006063 KIRBY SMITH MACHINERY INC ROAD & BRIDGE #4  
P.O. BOX 270360  
OKLAHOMA CITY, OK 73137 ROAD & BRIDGE #4

Qty	Description	Account	Item Amount	Item Total
1	UNIT 459 - HYDRAULIC SERV MICHAEL WELBORN	214-614-321	342.74	342.74
1	UNIT 459 - SHIPPING MICHAEL WELBORN	214-614-321	41.68	41.68

Please close PO.

Inv Date 04/29/2021

PO Date 05/03/2021

GRAND TOTAL

384.42

APPROVED BY Natalie Robinson DATE 05/04/2021

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.