

10

DEPARTMENT: Election Dept - 101-409-310

VENDOR: Navco Safe & Lock

PO # N/A

PO DATE:

INV DATE: 4/30/2021

APPROVAL REQUIRED DATE APPROVED:

EXPLANATION: Rekeyed before a PO was issued.

RECEIVED

NAVCO

Safe & Lock Company

943 W. 7th Ave. • Corsicana, TX 75110
(903) 874-3522 • (903) 874-0128 • Fax (903) 874-1715

Texas DPS State License # B13118

Exempt Member of:
Associated Locksmiths of America
Associated Locksmiths of North Texas
Institutional Locksmiths Association
Safe and Vault Technicians Association
Texas Locksmith Association
Clearstar Online Locksmith Association



Time In: May 03 2021
Time Out: _____



NAVARRO COUNTY
AUDITOR'S OFFICE

SR12532

AR12735

Date: 05/30/2021

Bill To: Navarro County

INVOICE # 14191

Name	<u>Elections Office</u>	DL#	
Address	<u>601 N 13th St</u>	SS#	
City, State, Zip	<u>Corsicana, TX 75110</u>	DOB	
Phone#	Employer	Work Phone	
<u>EBELCS</u>	Cash / Check#	Terms	PO#
Service Address			

IDENTIFICATION AND AUTHORIZATION AGREEMENT

for security and emergency service

I, the undersigned, hereby declare that I have the authority to order and have performed the service(s) designated: Change Cylinder
On Election Equipment Storage Room

I also declare the service(s) listed above to be of an emergency nature and/or for the immediate protection of persons, and/or real, and/or personal property. I expressly acknowledge and waive the right to cancel this sale within three (3) business days. Further, I agree to hold harmless the licensed locksmith, who bears this authorization, from any and all claims which may arise from the performance of aforementioned work and/or not to hold that person responsible for any reason whatsoever. I agree to bear responsibility under the terms stated herein to ensure that payment is made to Navco Safe & Lock Company for all charges and fees for such work. I understand there will be a service charge of 2% (24%APR) or \$2.00 (whichever is I do solemnly swear that all information contained on this form is correct to the best of my knowledge and agree to all declarations, statements, and terms herein. I also agree to pay all collection costs necessary to collect these charges and, as owner or agent of owner, I agree to offer the property involved as security for payment.

Signature: [Signature] Date: _____

PROPERTY DESCRIPTION

Owned by:	Circle one: Auto Residential Commercial Safe
Year:	Make & Model: Color: ign.
License Plate #:	State: Mileage: door
VIN/Serial #:	trunk
Other description/Notes:	other <u>SCI-35912</u>
Did anyone try to open before locksmith arrived? Y/N Who?	other
All codes contained hereon will be kept on record by us for a minimum of 3 years.	

Qty.	Description	Price	Amount
1	Trip Charge (reg) - night - late night - weekend - holiday	75.00	75.00
1	Master Cylinder	18.15	18.15
1	Locksmith Labor	45.00	45.00
	Debit: <u>101-409-310</u>		\$93.95
	Desc: <u>Election Storage Room - Rekeyed</u>		
	PO#: <u>NA</u> Labor		\$145.00
	Invoice#: <u>14191</u>		
	Vendor#: <u>932</u>		
	Subtotal		138.95
	Tax		
	Total		138.95

Received in good order, except as noted, by: [Signature]

This company is licensed and regulated by the Texas Department of Public Safety; Private Security Bureau.
Complaints may be directed to: (512) 424-7293 or Email to RSD_customer_relations@dps.texas.gov.



RECEIVED

MAY 03 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Departmental Purchase Requisition

Company	NavCo Safe & Lock Co	Budget Number	Election Expense
Address	943 W 7th Ave #6358	Request Date	04.30.21
City	Corsicana	Phone Number	903-874-3522
State	TX	Zip/Postal Code	75110
Country		Fax Number	
		Contact Name	

Item No.	Description	Quantity	Unit Cost	Amount
	New Key	1	\$75.00	\$75.00
Comments We need a copy of our key to our election storage room		Subtotal		\$75.00
		Shipping Charge		
		Total		\$75.00

[Signature]

 Authorized by Official/Department Head

Date: 4/30/21

Return To: Navarro County Auditor's Office
 601 North 13th Street, Suite 6
 Corsicana, Texas 75110

Auditor Use Only

Vendor No: _____
 Purchase Order No: _____
 G/L Account No: _____
 Auditor Approval: _____



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 4
Corsicana, Texas 75110
e-mail: auditor@navarrocounty.org

Natalie Robinson, First Assistant,
Kaye Martin, Assistant
Lisa Clay, Assistant
Patty Wells, 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: _____

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.

[Handwritten Signature]

Signature

[Handwritten Date: May 3, 2021]

Date