

15
DEPARTMENT: District Court - 101-435-310

VENDOR: Blackford Printing

PO # N/A

PO DATE:

INV DATE: 7/1/2021

APPROVAL REQUIRED DATE APPROVED:

EXPLANATION: PO was not requested

6

BLACKFORD

INVOICE

80625

DIGITAL
OFFSET
LETTERPRESS

Printing Company

"OVER 70 YEARS AND
STILL GOING STRONG"

116 WEST 6TH AVE. - P.O. Box 72
CORNICANA, TEXAS 75151
PHONE (903) 874-5101 FAX (903) 872-0909
Email: blackfordprinting@yahoo.com

Bill To

Navarro County Auditor's Office
300 W 3rd Ave, Suite 10
Corsicana, TX 75110

RECEIVED

JUL 6 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Date	P.O. Number
07/01/21	Melissa

Description	Quantity	Amount
Letterheads white bond, black ink Changes, add Bailiff -Shelly Sweeney	1,000	168.00
Credit: <u>101-435-310</u> Desc: <u>1000 Letterhead - Sweeney, Shelly</u> PO#: <u>NA</u> Invoice#: <u>80625</u> Vendor#: <u>139</u>		
Approval: <u>[Signature]</u> Date: <u>7/19/21</u> Department: <u>Dist Court</u> Line Item #: <u>101-435-310</u>		
<i>Thank you!</i>		

RECEIVED

JUL 20 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Subtotal	\$168.00
Sales Tax (8.25%)	\$0.00
Total	\$168.00

BLACKFORD

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JUL 6 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Date	P.O. Number
07/01/21	Melissa

Description	Quantity	Amount
# 10 Window Envelopes, District Judge Deliver to Sherriff's Office	5,000	336.00

Approval: *[Signature]*

Date: 7/19/21

Department: Dist Court

Line Item #: 101-435-310

RECEIVED

JUL 20 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Debit: 101-435-310
 Desc: 5000 Window Envelopes - District Judge
 PO#: NA
 Invoice#: 80626
 Vendor#: 139

Subtotal	\$336.00
Sales Tax (8.25%)	\$0.00
Total	\$336.00



RECEIVED

JUL 23 2021

NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 6
Corsicana, Texas 75110
e-mail auditor@navarrocounty.org

NAVARRO COUNTY
AUDITOR'S OFFICE

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: _____

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

7/21/21

Date