

DEPARTMENT: P & Z - 101-402-446

VENDOR: Richland Sanitation

PO # N/A

PO DATE:

INV DATE: 9/12/2021

APPROVAL REQUIRED DATE APPROVED:

EXPLANATION: PO wasn't requested

RICHLAND SANITATION

P. O. BOX 135
RICHLAND, TX 76681

RECEIVED

SEP 16 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Invoice

Date	Invoice #
9/12/2021	5800

Bill To
Navarro County

SEP 15 '21 AM 11:40

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Pump out Holding Tank - restrooms 2859 and 309	2	500.00	1,000.00

Stacy J. [Signature]
received
 9-15-2021

Thank you for your business.

Subtotal \$1,000.00

Sales Tax (8.25%) \$0.00

Total \$1,000.00

Payments/Credits \$0.00

Balance Due \$1,000.00

Cdn: 101-402-446
 Des: RR 2859 & 309 - Pumped Out Holding Tanks
 PO#: N/A
 Invoice #: 5800
 VO #: 4949



RECEIVED

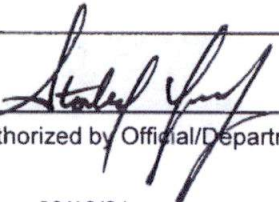
SEP 16 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Departmental Purchase Requisition

Company	Richland Sanitation	Budget Number	101-402-446
Address	PO Box 135	Request Date	09/16/21
City	Richland Sanitation	Phone Number	(903) 875-3312
State	TX	Zip/Postal Code	76681
Country	USA	Fax Number	(903) 875-3314
		Contact Name	Stanley Young

Item No.	Description	Quantity	Unit Cost	Amount
	Pump out Holding Tank - Restroom FM 2859	1	\$500.00	\$500.00
	Pump out Holding Tank - Restroom FM 309	1	\$500.00	\$500.00
Comments			Subtotal	\$1,000.00
			Shipping Charge	
			Total	\$1,000.00


Authorized by Official/Department Head

Date: 09/16/21

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: _____



RECEIVED

SEP 16 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

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.

Terri Gillen
Signature

9-16-2021
Date