

Brian Jennings  
7385 SE CE 3050  
Corsicana TX 75109

861749

<b>ORDER INFO</b>	customer's order no.	phone	date
	name		8-25-21
	address		
	city, state, zip		
sold by		cash <input type="checkbox"/> charge <input type="checkbox"/> check <input type="checkbox"/>	shipping information
AUDITOR'S OFFICE		#	NAVARRO COUNTY

RECEIVED  
Navarro County Sheriff's Dept  
RECEIVED

SEP 13 2021

SEP 10 2021

quantity	description	price	amount
1	125 Sq. Bales Hay	8.00	1,000.00
2			
3			
4	Debit: 101-512-385		
5	Desc: Hay Bales - Square		
6	PO#: NA		
7	Invoice#: 861749		
8	Vendor#: 7913		
9			
10			
11	Mavis Stewart		
12	09/09/2021		
13			
14			
15			
16			

received by



RECEIVED

SEP 13 2021

NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 4  
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.

*Morris Steward*

Signature

*9/13/2021*

Date