

15

DEPARTMENT: 212-612-325

VENDOR: Phillips Tires

PO # N/A

PO DATE:

INV DATE: 10/4/2021

APPROVAL REQUIRED **DATE APPROVED:**

EXPLANATION: BPO was referenced. Over \$100.00

RECEIVED

OCT 05 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Phillips Tire

812 NE 2nd Street

Kerens TX. 75144

(903)396-7254

RECEIVED

OCT 5 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Acct: County of Navarro, Texas (Prct: 2)

300 W. 3rd Ave, Suite 4

Corsicana, TX 75110

T# 903-654-3087

Fax# 903-654-3097

Invoice# 450

PO# 314248

Date: 10-04-2021

Qty: 2

Description: 2)235/80/17 Trail Blaze @\$155 each

Amount Due: \$310.00

Unit# 24

Employee Signature: _____



Debit: 212-612-325
Desc: Unit 24 - 235/80R17 Tires
PO#: NA
Invoice#: 450
Vendor#: 12563



RECEIVED

OCT 06 2021

NAVARRO COUNTY
AUDITOR'S OFFICE



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
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: BPO was used — PO should have been requested

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.

X [Signature]
Signature

X 12-6-2021
Date