

DEPARTMENT: 101-402-310

VENDOR: Blackford Printing

PO # N/A

PO DATE:

INV DATE: 11/8/2021

APPROVAL REQUIRED **DATE APPROVED:**

EXPLANATION: PO was not requested prior to order.

INVOICE
80687

BLACKFORD

Printing Company

DIGITAL
OFFSET
LETTERPRESS

"OVER 70 YEARS AND
STILL GOING STRONG"

116 WEST 6TH AVE. - P.O. BOX 72
CORSICANA, 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

NOV 15 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

Date	P.O. Number
11/08/21	

Description	Quantity	Amount
#10 Regular Envelopes, black ink Office of Planning and Development Debit: <u>101-402-310</u> Desc: <u>1000 Regular Envelopes</u> PO#: <u>NA</u> Invoice#: <u>80687</u> Vendor#: <u>139</u>  RECEIVED NOV 17 2021 NAVARRO COUNTY AUDITOR'S OFFICE		92.00

Subtotal	\$92.00
Sales Tax (8.25%)	\$0.00
Total	\$92.00



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 6
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: PO # not 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.

[Signature]
Signature

11-17-2021
Date

RECEIVED

NOV 17 2021

NAVARRO COUNTY
AUDITOR'S OFFICE