

DEPARTMENT: 101-512-445

VENDOR: Team Solutions, Inc

PO # N/A

PO DATE:

INV DATE: 11/15/2021

APPROVAL REQUIRED DATE APPROVED:

EXPLANATION: PO was not requested prior to repairs



RECEIVED

NOV 16 2021

INVOICE

16441

NAVARRO COUNTY AUDITOR'S OFFICE

CUSTOMER

Navarro County Sheriff Office
312 W 2nd Ave
Corsicana, TX 75110

LOCATION

W-S-4516
Navarro County Sheriff Office
312 W 2nd Ave
Corsicana, TX 75110

REMIT TO

T.E.A.M. Solutions, Inc.
2025 South 12th Street
Waco, TX 76706
(254) 756-6900

| ORDERED BY | CUSTOMER PO | ORDER NUMBER | INVOICE DATE | DUE DATE | PAGE |
|------------|-------------|--------------|--------------|------------|------|
| Brad | | 21111101 | 11/15/2021 | 11/15/2021 | 1 |

DESCRIPTION SC@ AC-05 is heating and cooling at the same time.

RESOLUTION 11/11/21 - Logged in remotely to see if I could fix anything without a site visit. Found issue with graphics that was repaired under warranty. Determined the programming was working properly and I would need to go onsite to work on AC-05. Also saw that AC-01 was calling for the fan to run but the controller did not receive a signal confirming it was running. Turned on the cooling output and the unit did not appear to be cooling so I would need to troubleshoot it on site as well. Arrived on site and met with Brad. Went to control panel for AC's 1-5 and inspected module for AC-05. Found the module output for the compressor was damaged and the module would need to be replaced. Disconnected the terminal for the compressor and reinstalled the module so it could continue to heat and run the fan as needed. Showed Brad how to replace the module once I had one shipped to him. Moved onto AC-01 and found the controller was not receiving 24v from the unit. Traced wiring to relay panel and had no voltage from the unit there either. We went to the roof and found the disconnect for AC-01 was turned off. Brad contacted the mechanical contractor to see if it was okay to turn it back on and he said it was. Turned on the disconnect and verified the unit was operating properly. -CC

| ITEM NO | QUANTITY | DESCRIPTION | UNIT PRICE | EXTENDED |
|-----------------|----------|-----------------|------------|----------|
| T 9999999999900 | 2.0hr | 24-TRVL-00-1REG | 100.00 | 200.00* |
| T 9999999999927 | 2.0hr | 13-TECH-00-1REG | 150.00 | 300.00* |
| T 0000000000927 | 1 | 375617 | 275.50 | 275.50* |

* means item is non-taxable

TOTAL AMOUNT 775.50

Morris Steward
11/16/2021

Debit: 101-512-445 \$275.50
 Desc: Unit AC-05 - Replaces Module
 PO#: NA Unit AC-05 - LABOR \$1500.00
 Invoice#: 16441
 Vendor#: 5931

2025 S. 12TH STREET WACO, TX 76706 (254) 756-6900 FAX (254) 756-6901

WWW.TEX-SOLUTIONS.COM

Texas Security License B17574



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:

- X 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# was not requested for repairs

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

11/17/2021
Date

RECEIVED

NOV 17 2021