

Staples RECEIVED

DEC 06 2021

# INVOICE DETAIL

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
11/21/21	DAL 1869394	8064357220
PLEASE PAY BY	TERMS	AMOUNT DUE
12/21/21	Net 30 Days	1694.15

staples

Federal ID #:04-3390816

Bill to Account: 1072391

Ship to Account: SHERIFF ADMIN

NAVARRO COUNTY  
 LISA CLAY  
 300 W 3RD AVE  
 STE 4  
 CORSICANA, TX 75110

NAVARRO COUNTY  
 ATTN: DEBRA KELLEY  
 312 W 2ND AVE  
 CORSICANA, TX 75110



Budget Ctr : SHERIFF ADMIN  
 Budget Ctr Desc :  
 P O Number : UPON APPROVAL  
 P O Desc :  
 Release : UPON APPROVAL  
 Release Desc :

Invoice Number: 3493279190  
 Order : 7344295882-000-001  
 Ordered By : DEBRA KELLEY  
 Order Date : 11/19/21

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	644095	STICKIES 3X3 POP-UP NOTE DISP	1	0	EA	1	6.64	6.64
2	864887	FILE EXP 12X10 A-Z PE	2	0	EA	2	19.95	39.90
3	917886	BROTHER TZE-325 9MM WHIT ON BLK	1	0	EA	1	15.03	15.03
Freight:		.00	Tax:( .0000 %)		.00	Sub-Total:		61.57
							Total:	61.57

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DEC 10 2021

NAVARRO COUNTY  
AUDITOR'S OFFICE

*Monis Steward  
12/09/2021*



**NAVARRO COUNTY AUDITOR'S OFFICE**

300 W 3<sup>rd</sup> Ave, Suite 6  
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
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- 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 \_\_\_\_\_

*Debra was not in the system correctly!*

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AUDITOR'S OFFICE

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

*12/07/2021*  
\_\_\_\_\_  
Date

**COPY**

RECEIVED

K & S TIRE TOWING AND RECOVERY, INC.

1310 N. BUSINESS 45  
CORSICANA, TX. 75110  
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

78982

DEC 15 2021

INVOICE

NAVARRO COUNTY  
AUDITOR'S OFFICE

Printed Date: 12/06/2021 Work Completed: 12/06/2021

NAVARRO COUNTY SHERIFF

312 W 2ND AVE.  
CORSICANA, TX 75110  
Office 903-654-3001 DISP kris matthews 903-654-7576  
Fax 903-654-3044 KRYST krystal 903 875-3960

2018 Chevrolet - Tahoe PPV - 5.3L, V8 (325CI) VIN(C)  
Lic # : 1385503 Odometer In : 93499  
Unit # : 2809  
VIN # : 1GNLCDEC7 JR311878

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
BRAKE PADS C1363	1.00	45.49	45.49	TURNED 2 ROTORS	24.00
				REPLACED FRONT BRAKES.	68.00

\*\*\*\*\*  
PO#  
\*\*\*\*\*

Debit: 101-560-445  
Desc: Unit 2809 - Replaced Front Brakes \$45.49  
PO#: NA  
Invoice#: 78982 Unit 2809 - LABOR \$92.00  
Vendor#: 2319

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	92.00
Parts:	45.49
SubTotal:	137.49
Tax:	0.00
Total:	137.49
Bal Due:	\$137.49

Morris Steward  
12/14/2021

[ Payments - ]

Vehicle Received: 12/6/2021

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature X. Potts 110 12-14-21 Date \_\_\_\_\_



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DEC 17 2021

**NAVARRO COUNTY  
AUDITOR'S OFFICE**

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: Invoice over a \$100.00  
PO # was 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.

Morris Steward  
Signature

12/16/2021  
Date

RECEIVED

K & S TIRE TOWING AND RECOVERY, INC.

INVOICE

1310 N. BUSINESS 45  
CORNICANA, TX. 75110

78986

DEC 15 2021

Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

NAVARRO COUNTY

Printed Date: 12/06/2021

Work Completed: 12/06/2021

NAVARRO COUNTY SHERIFF KRIS OFFICE  
312 W 2ND AVE.  
CORNICANA, TX 75110  
Office 903-654-3001 DISP kris matthews 903-654-7576  
Fax 903-654-3044 KRYST krystal 903 875-3960

2018 Chevrolet - UNIT#2808 -  
Lic # :  
Unit # : UNIT#2808  
VIN # : 1GNLCDEC9 JR312451  
Odometer In : 75101

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER PF63E	1.00	8.00	8.00	SERVICE	11.40
BRAKE PADS C1363	1.00	45.49	45.49	Changed Motor Oil & Replaced Filter, Replaced with synthetic oil , Lube Chassis, Check all Fluid Levels	
BRAKE PADS C1707	1.00	45.49	45.49	TURNED 4 ROTORS	48.00
HUB ASSY. 515159	1.00	238.89	238.89	REPLACED FRONT AND REAR BRAKES. REPLACED RIGHT FRONT HUB ASSY.	102.00
10W30 SYNTHETIC ENGINE OIL per qt	8.00	8.33	66.64	***** PO# *****	

\$404.51

Debit: 101-560-445

Desc: Unit 2808 - Oil Change, Replaced Brakes

PO#: N/A Unit 2808 LABOR \$1161.40

Invoice#: 78986

Vendor#: 2319

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	161.40
Parts:	404.51
SubTotal:	565.91
Tax:	0.00
Total:	565.91
Bal Due:	\$565.91

Morris Steward  
12/14/2021

[ Payments - ]

Vehicle Received: 12/6/2021

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature [Signature] Date 12/14/21



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Morris Steward  
Signature

12-16-2021  
Date

DEC 20 2021

# B & G AUTO PARTS

635648

—PARTS AND SUPPLIES—

104 N. Beaton St.

Corsicana, Texas 75110

Phone 874-4706 & 07

DEC 09 2021

Sold to

NAVARRO COUNTY SHERIFF

Date

12-1-

20

21

Street

City

Salesman

Customer's Order No.

Rec'd on Acct.

Shipped VIA

TERMS

Cash

Charge

C.O.D.

Credit Memo

QUAN. SHIPPED	QUAN. ORD'D.	NUMBER	DESCRIPTION	LIST	NET	AMOUNT
11		34CP	Batteries Debit: 101-560-444 Desc: Unit 2692 - BATTERY PO#: NA Invoice#: 635648 Vendor#: 123	17995	13995	13995
		UNIT # 2692				Recycle Fee 300 14295
22		34CP	Batteries Warrantys Morris Steward 12/07/2021 P.O. # 314-231		NC	NC 14295

ALL Claims and returned goods MUST be accompanied by this bill.

Tax

CUSTOMER COPY

Received By

*[Signature]*

TOTAL

Subject to approval, please ship the above articles on terms stated. This as well as all previous and all subsequent purchases and indebtedness is payable at our office in Corsicana, Navarro County, Texas, with interest after maturity at 10 per cent per annum, and 10 per cent attorney's fees if placed in hands of an attorney for collection. Goods F. O. B. your store.



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Additional explanation: BPO References / over \$100.00  
INVOICE 635648

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Memo Stead  
Signature

12/14/2021  
Date