

9

DEPARTMENT: 101-440-320

VENDOR: Potter County

PO # N/A

PO DATE:

INV DATE: 9/21/2021

APPROVAL REQUIRED DATE APPROVED:

EXPLANATION: PO was not requested

RECEIVED

OCT 26 2021



Potter County NAVARRO COUNTY AUDITOR'S OFFICE
900 S. Polk # 401
Amarillo, TX 79101
806-349-4804 fax 806-349-4808

Invoice No. 941

INVOICE

Customer

Name: Navarro County District Clerk
Address: P.O. Box 1439
City: Corsicana State TX Zip 75151
Phone:

Date: 9/21/2021

Description	CHARGES
Motus roller shelving unit	\$5,000.00
Debit: <u>101-440-320</u> Desc: <u>Motus Roller Shelving Unit</u> PO#: <u>NA</u> Invoice#: <u>941</u> Vendor#: <u>7943</u>	

Payment Details

- Cash
- Check

Payment due upon receipt.

Thank you

SubTotal	\$5,000.00
Shipping & Handling	\$0.00
Taxes State	
TOTAL	\$5,000.00

Office Use Only

(SPECIAL BUDGET LINE ITEM)



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
Jan Wise, Administrative Assistant

Terri Gillen, County Auditor

Phone: (903) 654-3095

Fax: (903) 654-3097

Jan Wise, Administrative Assistant

INTEROFFICE MEMO

RECEIVED

OCT 28 2021

NAVARRO COUNTY
AUDITOR'S OFFICE

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: FY2021
PO was not requested for Shelving Unit.

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

10/27/2021
Date