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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

8095 Fax: (903) 654-3097

## INTEROFFICE MEMO

The attached item is being returned for the following reasons:

- Item incurred before purchase order issued
- D 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 #\_\_\_\_

- a Insufficient budget
- D Payment Request inconsistent with County Policy
- a Other

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

over \$100.01 Additional explanation: 10-14

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.

onio Stewarc

<u> / - ゴー ラッラフ</u> Date

Signature

Revised 06/24/19

OLSEN FEED AND LAWN Darrell Olsen 220 E. Collin St. CORSICANA, TEXAS 75110 Telephone 874-4812 FEED - SEED - FERTILIZER - VET. SUPPLIES - GRAIN - HAY ONE STOP AGRICULTURE SUPPLY HOUSE							
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- Vendor on purchase order does not match invoice 0
- Insufficient documentation to process payment 0
- Signature or date not present C
- Budget Account Number (Line Item) is missing Acct # 0
- 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: IdAL DUCK \$100.00 Lecuilor

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.

onio ~ steward

01-05-2072 Date

Signature

Revised 06/24/19

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- 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: IOTAL OVER \$100.00 was Requirers

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.

Imo Steward

<u>/-5-2032</u> Date

Signature

Revised 06/24/19

Terri Gillen, County Auditor

Darrell Olsen 220 E. Collin St. CORSICANA, TEXAS 75110 Telephone 874-4812 FEED - SEED - FERTILIZER - VET. SUPPLIES - GRAIN - HAY ONE STOP AGRICULTURE SUPPLY HOUSE						
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INTEROFFICE MEMO

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- CI Budget Account Number (Line Item) is missing Acct #\_\_
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Terri Gillen, County Auditor

- Payment Request inconsistent with County Policy
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Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation:  $\bigcap \mathcal{V} \mathcal{P} \mathcal{R}$ 10)93 REGUIRON

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.

Tomo Steward

01-05-2022

Signature

Date

Revised 06/24/19