

RECEIVED



JAN 04 2020

NAVARRO COUNTY
AUDITOR'S OFFICE

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

INTEROFFICE MEMO

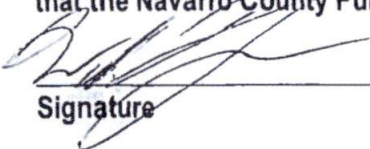
The attached item is being returned for the following reasons:

- 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: _____

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

12/17/21

Date

Invoice

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JAN 04 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

HAYDAY, INC. dba COPY CENTER
117 SOUTH BEATON CORSICANA, TX 75110
Ph: (903) 872-6657 Fax: (903) 874-2684

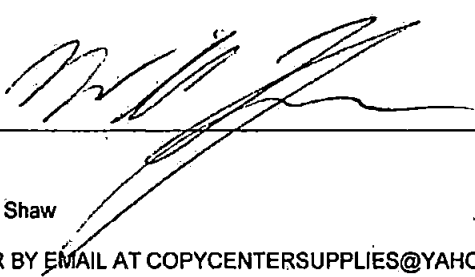
Invoice Number: 0166907-001
Invoice Date: 12/17/21
Customer PO: 314702
Account Number: 11585-0
Salesperson: 00

Bill To: NAVARRO COUNTY
300 W 3RD ST
CORSICANA, TX 75110

Ship To: 11585-012
NAVARRO COUNTY
300 W. 3RD
CORSICANA, TX 75110

Buyer Phone: (903) 654-3045
Fax: (903) 654-3097
Route/Seq: D/3

Line	Item Number	Description	UOM	Qty	Price	Total
1	NAMEPLAT2X10	ENGRAVED NAMEPLATE 2X10	EA	1	32.770	32.77



Order Notes:
Name Plate for Jacob R. Shaw

YOU CAN NOW ORDER BY EMAIL AT COPYCENTERSUPPLIES@YAHOO.COM

Subtotal	32.77
Shipping	0.00
Sales Tax	0.00

Invoice Total:	32.77
Amount Due:	32.77
Payment Due Date:	01/16/22
Net 30 days from Invoice Date	

Received By:

Date:

Carrier:OUR TRUCK

FOB Point:YOUR OFFICE

Source: bookkeeping

Order Taker: bookkeeping

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