



NAVARRO COUNTY AUDITOR'S OFFICE

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Terri Gillen, County Auditor

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Natalie Robinson, First Assistant, Kaye Martin, Assistant Lisa Clay, Assistant Patty Wells, Assistant Jan Wise, Administrative Assistant

## 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.

without PO. Additional explanation: Lunchase made

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.

	RECEIVED
Signature Revised 06/24/19	Date
	FEB 02 2022
	NAVARRO COUNTY AUDITOR'S OFFICE