



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 4
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: Work / Purchase done without P.O.
but under blanket PO but is over \$100.00 limit.

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

3/7/20
Date

GILFILLAN'S PAINT & HARDWARE
 1440 W 7TH AVENUE
 CORSICANA, TX 75110

PHONE: (903) 872-5053

701837 901 PO # 314213 OCT21-SEPT22 BLUST/NP EXTENDED 1/19/22 1:21

DUE DATE: 2/10/22 TERMINAL: 553

NAVARRO COUNTY
 300 W 3RD AVE, SUITE 4
 CORSICANA TX 75110
 903-654-3095

NAVARRO CO. PCT #1
 PO# 314213 10/1/2021-09/30/22
 CORSICANA TX 75110
 903-654-3096

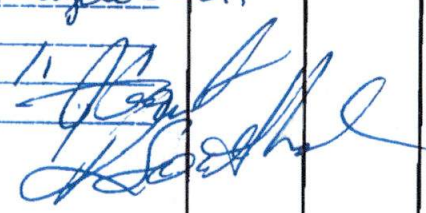
TAX: 001 TEXAS STATE TAX

INVOICE: J03912/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/	PER	EXTENSION
1	3	3	EA	71	CHAIN SHARPING		3	8.00	/EA	24.00 N
2	4	4	EA	26RM3 68	18" CHAIN (MS250)	26.00	4	22.10	/EA	88.40 CN
3	1	1	EA	702727	TRUFUEL GL 4-CYCLE FUEL		1	19.99	/EA	19.99 N

REPRINT

Debit: 211-611-321
 Desc: 18" Chain, 4-cycle fuel.
 PO#: N/A
 Invoice#: J03912/1
 Vendor#: 1225



** PAID IN FULL **

132.39

(MATT BEAM)

TAXABLE 0.00
 NON-TAXABLE 132.39
 SUBTOTAL 132.39



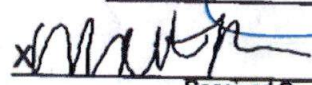
TOT WT: 0.00

BANKCARD PAYMENT
 BKCRD# XXXXXXXXXXXXX7582

132.39

TAX AMOUNT 0.00
TOTAL 132.39

APP: 370101



Received By



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This notice must remain attached to the payment request.

Additional explanation:

Work done without P.O. (2nd Invoice)

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

[Handwritten Signature]

Date

3/1/20

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE
 79298

INVOICE

Printed Date: 01/18/2022 Tax Resale # : EXEMP
 Work Completed: 01/18/2022

NAVARRO COUNTY- PCT 1 - JASON GRANT
 300 W. 3RD AVE. SUITE 4
 CORSICANA, TX 75110
 Office 903-875-3318 PO -- Fax 903-654-3097 FAX

2022 OPEN INVOICE - OPEN INVOICE -
 Lic # :
 Unit # : OPEN INVOICE
 VIN # :
 Odometer In :

Part Description / Number	Qty	Sale	Ext	Labor Description	Ex
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				TOWED BACK HOE FROM RDO EQUIPMENT IN WACO TO PCT. 1 YARD.	650.0
				PO#	

Debit: 211-611-445
 Desc: JD Backhoe - towed
 PO#: N/A
 Invoice#: 79298
 Vendor#: 2319

[Signature]

Orig. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	650.00
Parts:	0.00
SubTotal:	650.00
Tax:	0.00
Total:	650.00
Bal Due:	650.00

Payments - Mixed with Statement 1/25/22

Vehicle Received 1/18/2022

Customer Number : 269

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 _____ Date _____

RECEIVED

FEB 28 2022

BALANCE DUE STATEMENT

K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45, CORSICANA, TX. 75110

NAVARRO COUNTY
AUDITORS OFFICE

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

NAVARRO COUNTY- PCT 1
JASON GRANT
300 W. 3RD AVE. SUITE 4
CORSICANA, TX 75110

Customer ID: 00269
Statement Date : 02/25/2022

INV Number	INV Date	Ref #	Parts	Labor	Tax	Total
079081	Dec 16, 2021			650.00		650.00
Vehicle: 2022 OPEN INVOICE - OPEN INVOICE VIN:						INV Bal. Due: \$650.00
079298	Jan 18, 2022			650.00		650.00
Vehicle: 2022 OPEN INVOICE - OPEN INVOICE VIN:						INV Bal. Due: \$650.00

1st Invoice #079081 - had PO #314766

2nd Invoice #079298 - did not have po.
- will need to be approved
in court - then paid

Total From Invoice(s) Balances 1,300.00

Total Balance Due : \$ 1,300.00

Current	+ 30 Days	+ 60 Days	+ 90 Days
	650.00	650.00	