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NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 6
Corsicana, Texas 75110
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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

Date

RECEIVED
MAR 23 2022
NAVARRO COUNTY
AUDITOR'S OFFICE

INVOICE
COUNTY OF NAVARRO PCT #2

FROM: LAYFIELD CONST.
P.O. BOX 220
KERENS, TEXAS 75144
PHONE/FAX: 903 396 7491
EMAIL: llayfieldinc@hotmail.com
DBE# WFDB55665N1122
LIBBY LAYFIELD-PRESIDENT

TO: COUNTY OF NAVARRO PCT #2
ATTN: EDDIE PERRY

DATE 14-Mar-22

ITEM CODE	DESCRIPTION	UNIT	UNIT PRICE	EST QTY	TOTAL
	END WINGS FOR GUARDRAIL	EA	\$40.00	4.00	\$160.00

TOTAL \$160.00

REMIT TO: LAYFIELD CONSTRUCTION, INC.
P.O. BOX 220
KERENS, TEXAS 75144
TAX ID # 75-2557793

S. Perry

Debit: 212-612 -
Desc: Guardrail end wings
PO#: N/A
Invoice#: 3/14/22
Vendor#: 6220

RECEIVED

MAR 23 2022

NAVARRO COUNTY
AUDITOR'S OFFICE