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**NAVARRO COUNTY AUDITOR'S OFFICE**

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

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.

Morris Steward  
Signature

03/25/2022  
Date

**RECEIVED**

**MAR 28 2022**

**NAVARRO COUNTY  
AUDITORS OFFICE**

RECEIVED

MAR 17 2022

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

INVOICE

79291

NAVARRO COUNTY  
AUDITOR'S OFFICE

Printed Date: 01/17/2022 Work Completed: 01/17/2022

NAVARRO COUNTY SHERIFF  
312 W 2ND AVE.  
CORSICANA, TX 75110  
Office 903-654-3001 DISP kris matthews 903-654-7576  
Fax 903-654-3044 KRYST krystal 903 875-3960

2018 Chevrolet - Tahoe PPV - 5.3L, V8 (325CI) VIN(C)  
Lic #: 1385505 Odometer In: 79051  
Unit #: 2806  
VIN #: 1GNLCDEC3 JR313305

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER PF63E	1.00	8.00	8.00	SERVICE Changed Motor Oil & Replaced Filter, Replaced with synthetic oil, Lube Chassis, Check all Fluid Levels	11.40
RED ANTIFREEZE RED	0.50	14.99	7.50	TIRE ROTATION	20.00
10W30 SYNTHETIC ENGINE OIL per qt	8.00	8.33	66.64	PO#	

Debit: 101-560-445  
 Desc: Unit 2806 - Oil Change, Rotates Tires  
 PO#: \_\_\_\_\_  
 Invoice#: 79291 Unit 2806 - Labor \$31.40  
 Vendor#: 2319

\$82.14 ✓

Org Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	31.40
Parts:	82.14
SubTotal:	113.54
Tax:	0.00
Total:	113.54
Bal Due:	\$113.54

[ Payments - ] 2 Rems 110 01-26-22

Vehicle Received 1/17/2022

Customer Number : 363

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 \_\_\_\_\_