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NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 4
Corsicana, Texas 75110
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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.

[Handwritten Signature]
Signature

3-24-2022
Date

CSG FORTE PAYMENTS, INC
500 W BETHANY DR. STE 200
ALLEN, TX 75013

Fed Tax Id: 33-0903620

STAT: FOR1
TERMS: NET DUE 30 DAYS FROM
INVOICE DATE

RECEIVED

MAR 23 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

BILL TO:
NAVARRO COUNTY-TX
ATTN-CINDY BAILEY
312 WEST 2ND AVENUE
CORSIANA, TX 75110
USA

SHIP TO:

CUSTOMER NUMBER	PURCHASE ORDER	INVOICE DATE	INVOICE NUMBER	CURRENCY
172544		22-FEB-22	1209190	USD
DESCRIPTION	QUANTITY	RATE	AMOUNT	
SERVICES				
ORDER 2272				
EQUIPMENT-MAGTEK DYNAMAG B662C04	1.0	89.0000	89.00	T
SHIPPING TRACKING 5321-544151-21-790	1.0	31.1000	31.10	
SUBTOTAL FOR ORDER 2272:			120.10	
SUBTOTAL FOR SERVICES:			120.10	
SUBTOTAL			120.10	
TAX CODE	TAX RATE	TAX AMOUNT		
CITY SALES TAX		1.34		
COUNTY SALES TAX		0.45		
STATE SALES TAX		5.56		
TOTAL TAX:		7.35		
TOTAL			127.45	
CURRENT AMOUNT DUE			127.45	

PLEASE REMIT PAYMENT

FOR BILLING QUESTIONS OR OTHER INQUIRIES PLEASE CONTACT CUSTOMER SERVICE AT
CUSTOMER.SERVICE@FORTE.NET OR 866-290-5400