



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 done without PO

- RDO used PO #315311 - which was for a different 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

Date



RDO Equipment Co.
215 Enterprise Blvd.
PO Box 128
Hewitt, TX 76643
254-666-3900
Fax: 254-666-7466

For Billing Inquiries or to
receive invoices via E-mail or
MyDealer website, please contact
RDOAR@rdoequipment.com

Ship to: N/A

RECEIVED

APR 18 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

Invoice to: NAVARRO COUNTY PCT #3
NAVARRO CITY COURTHOUSE
300 WEST 3RD AVE. STE. 4
CORSICANNA TX 75110

Branch
WACO, TX

Date
04/13/22

Account No.
3033003

Ship Via

Tax Exemption Number

Time
09:30:28 (O)

Phone No.
9036543095

Purchase Order
315311

Federal ID Number

Page
01
Invoice No.
W5946220

Salesperson
RS7

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X901972	670GX MOTOR GRADER	2675	1DW670GPCKF702645	11/12/20	
980548	670G		RG6090U079286	11/11/23	4000 X

**Buy parts online and view your invoices at RDOequipment.com/account
Create your FREE RDO Account today!

SEGMENT# 1 C 1M301 RDO-080-DIAG 03/23/22 03/23/22
MISCELLANEOUS DIAGNOSTICS

> CONDITION:

The operator is claiming that the machine is shifting gears on its own while running down the road. They also claim the machine hasn't completed a regen

> CORRECTION:

Checked codes on machine and found none. Verified exhaust auto cleaning was enabled. Soot level was low and does not need to regen. Checked trans oil which was good. Verified gear up/down buttons were working correctly on joystick. Operated machine and found no issues with trans shifting or gear hunting. Operator stated it downshifts from 3rd to 1st gear from a stop to taking off while grading. Explained to operator that anti-stall mode is set up in the monitor to downshift for stall prevention and that is what he is experiencing.

ADDITIONAL DESCRIPTION:

2678 hrs

10401099 10501020

LABOR 424.23
SEGMENT TOTAL==> 424.23

SEGMENT# 2 C 1M301 ZONE45 03/23/22 03/23/22
Round trip travel to and from location.

CONDITION:

Location- Richland Barn HW14

CONTINUED ON PAGE 02

Thank you for your business



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980548	670G		RG6090U079286	11/11/23	4000 X
POC- Clint 903-229-8323					
10401099					
LABOR					579.50
SEGMENT TOTAL==>					579.50

***** WORK ORDER TOTALS *****

LABOR	1003.73
TOTAL DUE RDO	1003.73

Payments are due on your RDO account 30 days from the invoice date

PLEASE REMIT TO: RDO EQUIPMENT CO.
P.O. BOX 7160
FARGO, ND 58106-7160

Debit: 213-613-445
Desc: Unit 305 - Service Call
PO#: _____
Invoice#: W5946220
Vendor#: 2860

Thank you for your business