

RECEIVED

INVOICE

MAR 10 2022

80732

BLACKFORD

NAVARRO COUNTY
AUDITOR'S OFFICE

Printing Company

DIGITAL
OFFSET
LETTERPRESS

"OVER 70 YEARS AND
STILL GOING STRONG"

116 WEST 6TH AVE. - P.O. BOX 72
CORSICANA, TEXAS 75151
PHONE (903) 874-5101 FAX (903) 872-0909
Email: blackfordprinting@yahoo.com

Bill To

Navarro County Auditor's Office
300 W 3rd Ave, Suite 10
Corsicana, TX 75110

Date	P.O. Number
03/04/22	Melissa

Description	Quantity	Amount
#10 Window Envelopes, black ink District Judge Lagomarsino	5,000	294.00

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APR 11 2022
NAVARRO COUNTY
AUDITOR'S OFFICE

Approval: *[Signature]*

Date: 4/5/22

Department: Dist Court

Line Item #: 101-435-310

Thank you!

Subtotal	\$294.00
Sales Tax (8.25%)	\$0.00
Total	\$294.00



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APR 12 2022

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd 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.

Signature  Date 4/11/22

