

#22



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 _____

RECEIVED
MAY 04 2022
NAVARRO COUNTY
AUDITORS OFFICE

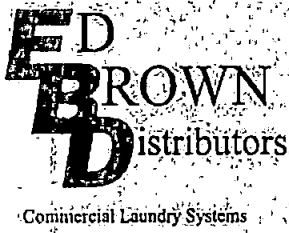
Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: Emergency - washer (washing machine)
repair for jail

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

5.3.2022
Date



RECEIVED

MAY 03 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

Invoice

#INV87225

Date: 4/29/2022

3236 Irving Blvd.
Dallas TX 75247

Bill To

Navarro County Jail
312 W 2nds Avenue
Corsicana TX 75110-4672
United States

Ship To

Navarro County Jail
300 West 2nd
CORNICANA TX 75110-4672
United States

TOTAL
\$165.00
Due Date: 5/29/2022

Terms	PO # & Memo	Sales Rep	Shipping Method
Net 30	WO-35339	Jack Johnson (214) 352-9494	UPS® Ground

Qty	Item	Serial #	Rate	Amount
0.5	Service Call		\$110.00	\$55.00
1	Labor		\$110.00	\$110.00
1	FG-12023252 Belt, FWR/S 60 *** Warranty ***		\$137.52	\$0.00

Subtotal	\$165.00
Shipping	\$0.00
Tax Total	\$0.00

Total	\$165.00
--------------	-----------------

Aelra Kelly 5/2/22

Debit: 101-512-445
 Desc: Service Call - LABOR \$165.00
 PO#: NA
 Invoice#: INV87225
 Vendor#: 2738