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COPY

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 _____

*to go to
CC 6-13-22
for approval
- with payment
on 6-27-22*

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

Additional explanation: Purchase made without PO

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 _____

STATEMENT

OLSEN FEED AND SUPPLY

220 E. COLLIN ST CORSICANA, TEXAS 75110 TELEPHONE 903/874-4812
FEED- SEED-FERTILIZER-VET SUPPLIES-GRAIN-HAY
ONE STOP AGRICULTURE SUPPLY HOUSE

Date May 25 2022

Navarro County Pct. 1 TRUCKEE

300 W 3rd. Ave.

Corsicana, Texas 75110

MAY 31 2022

NAVARRO COUNTY
CLERK'S OFFICE

A Service Charge of 2% Per Month Will Be Applied to Past Due Accounts

BALANCE BROUGHT FORWARD.....	\$ 169.90
CURRENT MONTH (Tickets Attached).....	
BALANCE DUE.....	\$ 169.90

Debit: 211-611-321
Desc: Weed Killer
PO#: _____
Invoice#: 05/25/22
Vendor#: 372

Subject to Interest Charges If Not Paid on Due Date.
All Transactions After Above Date Will Appear on Next Month's Statement

OLSEN FEED AND LAWN

Darrell Olsen
220 E. Collin St. CORSICANA, TEXAS 75110 Telephone 874-4812
FEED - SEED - FERTILIZER - VET. SUPPLIES - GRAIN - HAY
ONE STOP AGRICULTURE SUPPLY HOUSE

MAY 31 2022

Customer's Order No. # 314083 Date 8-31-20

Name NAVARRO CO (Pct. 1)

Address

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RETD.	PAID OUT
---------	------	--------	--------	----------	-------------	----------

QUAN.	DESCRIPTION	PRICE	AMOUNT
2	2 1/2 Gal EXCEL Weed Killer		16990
	haz		

ALL claims and returned goods MUST be accompanied by this bill.

EXEMPTION CERTIFICATE

The Undersigned hereby claims a farm exemption and assumes other use liability for payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purpose of the taxable items described hereon.

396331

Purchaser's Signature

TAX 16990
TOTAL 16990

Pct 1



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- Budget Account Number (Line Item) is missing – Acct # _____
- Insufficient budget
- Payment Request inconsistent with County Policy
- Other _____

*Needs signature
so it can go to
CC 6-13-22
for payment
6-27-22*

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

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Signature _____

Date _____

STATEMENT

OLSEN FEED AND SUPPLY

220 E. COLLIN ST CORSICANA, TEXAS 75110 TELEPHONE 903/874-4812
FEED- SEED-FERTILIZER-VET SUPPLIES-GRAIN-HAY
ONE STOP AGRICULTURE SUPPLY HOUSE

Date May 25 2022

Navarro County Pct. 1 RECEIVED
300 W 3rd. Ave.
Corsicana, Texas 75110 MAY 31 2022
NAVARRO COUNTY
AUDITORS OFFICE

A Service Charge of 2% Per Month Will Be Applied to Past Due Accounts

BALANCE BROUGHT FORWARD.....	\$ 169.90
CURRENT MONTH (Tickets Attached).....	
BALANCE DUE.....	\$ 169.90

Debit: 211-611-321
Desc: Weed Killer
PO#: N/A
Invoice#: 05/25/22
Vendor#: 372

Subject to Interest Charges If Not Paid on Due Date.
All Transactions After Above Date Will Appear on Next Month's Statement

OLSEN FEED AND LAWN

Darrell Olsen
220 E. Collin St. CORSIKANA, TEXAS 75110 Telephone 874-4812
FEED - SEED - FERTILIZER - VET. SUPPLIES - GRAIN - HAY
ONE STOP AGRICULTURE SUPPLY HOUSE

MAY 31 2022

NAVAJO COUNTY
SUPERVISOR'S OFFICE

Customer's Order No. # 314083 Date 8-31-21
Name Navajo Co (Pct 1)
Address

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RETD.	PAID OUT
---------	------	--------	--------	----------	-------------	----------

QUAN.	DESCRIPTION	PRICE	AMOUNT
2	2 1/2 GA) EXCEL Weed Killer		16990

Charz
Matt Per

ALL claims and returned goods MUST be accompanied by this bill.

EXEMPTION CERTIFICATE

The Undersigned hereby claims a farm exemption and assumes other use liability for payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purpose of the taxable items described hereon.

396331 Purchaser's Signature

TAX
TOTAL 16990