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**NAVARRO COUNTY AUDITOR'S OFFICE**

300 W 3<sup>rd</sup> Ave, Suite 6  
Corsicana, Texas 75110  
e-mail: auditor@navarrocounty.org

Natalie Robinson, First Assistant,  
Kaye Martin, Assistant  
Lisa Clay, Assistant  
Patty Wells, Assistant

Terri Gillen, County Auditor

Phone: (903) 654-3095

Fax: (903) 654-3097

Jan Wise, Administrative Assistant

**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: PO # was not requested,

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

6-10-2022  
Date

# GreenWorx Printing

Award-Winning Print & Graphic Design Solutions  
**Charlie York**  
 Navarro County Sheriff's Office  
 300 W. 2nd Ave.  
 Corsicana TX 75110

Since 1975  
 formerly Corsicana Graphics

## Invoice

No: 56505

Date: 6/6/22

Customer P.O. #

RECEIVED  
 JUN 07 2022  
 NAVARRO COUNTY

DESIGN • PRINT • COPY • BIND • AWARDS  
 SIGNS • CUSTOM T-SHIRTS & APPAREL

Quantity	Description	Amount
1,200	Jail Rules (English) - with #16 added - ordered by Charlie York, (16 pages)	\$ 684.34
400	Jail Rules (Spanish) - with #16 added - ordered by Charlie York, (16 pages)	\$ 262.75

*[Handwritten Signature]*  
 6-6-2022

Dept: 101-512-312  
 Desc: Jail Rule Books - English \$684.34  
 PO#: NA  
 Invoice#: 56505 Jail Rule Books - Spanish \$262.75  
 Subdraft: 180

Taken by: Beth  Terms are "Net 20 Days" with pre-approved credit - otherwise terms are C.O.D. with deposit amount required at our sole discretion. All transactions are subject to our standard terms and conditions. Thank you for your business!	SUBTOTAL	\$ 947.09
	TAX	
	SHIPPING	\$ 0.00
	DEPOSITS	\$ 0.00
	TOTAL	\$ 947.09
	<b>AMOUNT DUE</b>	<b>\$ 947.09</b>



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- 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 Following Invoices over \$100.00  
BYO was referenced for the following purchases

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.

Memo Steward

Signature

Date

6-10-2022



# 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

RECEIVED  
 JAN 31 2022  
 NAVARRO COUNTY  
 AUDITORS OFFICE

Customer's Order No. \_\_\_\_\_ Date 1-13-22  
 Name Navarro Co

Address PO # 314258

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
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QUAN.	DESCRIPTION	PRICE	AMOUNT
6	Range Cub		6750
4	1-1 M&S		5160
	101-512-385 Range Cubes, 1-1 M&S NA 398296 372		
	Chick BGS 152		
	Astra Kelly 6/1/22		

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.

**398296**  
 Purchaser's Signature \_\_\_\_\_

TAX  
 TOTAL 11910



# 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

DAVALL COUNTY  
TAX SERVICE

Customer's Order No. \_\_\_\_\_ Date 1-26 2022

Name NAVAJO Co.

Address \_\_\_\_\_

PO #314258

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

QUAN.	DESCRIPTION	PRICE	AMOUNT
<u>6</u>	<u>Range Lnk</u>		<u>6750</u>
<u>4</u>	<u>1-1 MFS</u>		<u>5160</u>
	<u>101-512-385</u>		
	<u>1-1 MFS</u>		
	<u>NA</u>		
	<u>398522</u>		
	<u>372</u>		
	<u>cars</u>		
	<u>Heena Kelly 6/1/22</u>		

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.

398522 Purchaser's Signature AS 182

TAX	<u>11910</u>
TOTAL	<u>11910</u>



# 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**

31 2022

COUNTY  
 PRICE

Customer's Order No. \_\_\_\_\_ Date 1-31 2022

Name Navarro County

Address \_\_\_\_\_

PO # 314258

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
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QUAN.	DESCRIPTION	PRICE	AMOUNT
<u>10</u>	<u>Range Cube</u>		<u>112.50</u>
	<u>101-512-385</u>		
	<u>Range Cubes</u>		
	<u>NA</u>		
	<u>398611</u>		
	<u>372</u>		

*[Signature]*  
Aena Kelly 6/1/22

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

**398611**  
 Purchaser's Signature *[Signature]*

TAX	
TOTAL	<u>112.50</u>







# 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**

Customer's Order No. \_\_\_\_\_ Date 2-7 2022

Name Navarro Co

Address \_\_\_\_\_  
PO # 314258

SOLD BY \_\_\_\_\_ CASH \_\_\_\_\_ C.O.D. \_\_\_\_\_ CHARGE \_\_\_\_\_ ON ACCT. \_\_\_\_\_ MDSE. RETD. \_\_\_\_\_ PAID OUT 1/2

QUAN.	DESCRIPTION	PRICE	AMOUNT
<u>8</u>	<u>Range Cub</u>		<u>9000</u>
<u>2</u>	<u>1-1 MFS</u>		<u>2580</u>
	<u>101-512-385</u>		
	<u>Range Cubes, 1-1 MFS</u>		
	<u>NA</u>		
	<u>398630</u>		
	<u>372</u>		
	<u>Chase</u>		
	<u>Debra Kelley 6/1/22</u>		

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.

**398630**

Purchaser's Signature \_\_\_\_\_

TAX

TOTAL

11580