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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
JUL 06 2022
NAVARRO COUNTY
AUDITOR'S 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 - Sunday Service

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

07/05/2022
Date

RECEIVED



24 2022

Watson Air Conditioning Co.

Serving All of Navarro County and Surrounding Areas

17229 NWCR 3322
Frost TX 76641

(254) 678-3439
TACLB7770E

SUNDAY

Date - 6-12-22

Invoice #

Complete Paid

Dispatched -

Arrived -

Departed -

Customer - NAVARRO COUNTY JUSTICE CENTER

Address - 312 W 2ND

COSSICARA TX 75110

Phone - PO# 315 929

- Air Conditioning
- Heating
- Refrigeration
- Commercial
- Residential

Problem	Quantity	Part #	Description of Part	WH	Price
WALK IN Freezer NOT WORKING Right	213	404A	FAN		150.00

Unit 1	Air Handler Model		Outdoor Model	
	Serial	Manuf.	Serial	Manuf.
Unit 2	Air Handler Model		Outdoor Model	
	Serial	Manuf.	Serial	Manuf.

	Volts -		PH -		Unit Checklist						
	Amb.	Suc.	Liq.	SH	SC	Amp Comp.	Amp Cd. Fan	Amp Blwr.	Sup. Air	Ret. Air	AT
1st Before											
2nd After											

Description -
 ck unit washed cond coil
 hot day ck time clock operation
 Added FAN washed coils
 Again freezer TH to 20° when
 left

Total Material		
Service Agreement Discount		
Total Material After Discount		
Residential Tax		
Total After Tax	150.00	

RECEIVED

Date	Hours	Initials	
6/12	3.0	JB	135.00
6/12	3.0	ELW	225.00

By signing the customer agrees the work described above has been preformed to your standards, and agrees to pay for said work. Watson Air Conditioning Co. does not warrant condensate water leaks, and is not responsible for damage caused by leaks. Watson Air Conditioning Co. is also not responsible for any rot, rust, mold or any other fungus existing in your structure.

Customer Signature
 X Debra Kelly 6/23/22

Service Call		
Labor	360.00	
Sub-Total	510.00	
Commercial Tax		
Shipping		
Total	510.00	

Texas Department of Licensing and Regulation
 P.O. Box 12157 Austin TX. 1 (800) 803-9902

Morris Steward
 6/23/22