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NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Kaye Martin, Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant

Terri Gillen, County Auditor

601 North 13th Street, Suite 6
Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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
- System shows invoice paid
- Budget Account Number (Line Item) is missing – Acct # _____
- Insufficient budget in Line Item
- 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



CLEAR SIGNAL RADIO
 PO BOX 47
 CORSICANA, TX 75151-0047
 (903)654-2580
 csrradioman@yahoo.com
 http://www.clearsignalradio.com

Invoice

RECEIVED

JUN 24 2022

NAVARRO COUNTY
 AUDITOR'S OFFICE
 SHIP TO

BILL TO
 Kipp Thomas
 Navarro County PCT 4 Constable
 300 W 3rd Ave - STE 4
 Corsicana, Texas 75110 USA

Kipp Thomas
 Navarro County PCT 4 Constable
 300 W 3rd Ave - STE 4
 Corsicana, Texas 75110 USA

| INVOICE # | DATE | TOTAL DUE | DUE DATE | TERMS | ENCLOSED |
|-----------|------------|-----------|------------|--------|----------|
| 2881 | 06/12/2022 | \$87.00 | 07/12/2022 | Net 30 | |

| DATE | ACTIVITY | QTY | RATE | AMOUNT |
|------|---|-----|-------|--------|
| | Serial Number S/N: 3M521457 | 1 | 0.00 | 0.00T |
| | ATV-8B Antenna, MOT/VX VHF Standard | 1 | 22.00 | 22.00T |
| | Shop Labor Per Hour in Shop | 1 | 65.00 | 65.00T |

Cleaned and aligned battery terminals. Tested battery - good. Replaced bad antenna.

| | |
|-------------|----------------|
| SUBTOTAL | 87.00 |
| TAX | 0.00 |
| TOTAL | 87.00 |
| BALANCE DUE | \$87.00 |

Kipp Thomas