



**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  
Jan Wise, Administrative 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:

AMG Invoice 115737  
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.

Signature

Date

Revised 06/24/19



4606 N Stahl Park, Suite 106  
San Antonio, TX 78217

RECEIVED

JUL 6 2022

NAVARRO COUNTY  
AUDITOR'S OFFICE

Invoice

Date	Invoice #
5/4/2022	115737

<b>Bill To</b>
Navarro County Elections Allie Thomas P.O. Box 1018 Corsicana, TX 75151

<b>Ship To</b>
Navarro County Elections Allie Thomas P.O. Box 1018 Corsicana, TX 75151

P.O. Number	Terms	Rep	Ship
Voter Supplies	Net 30		5/4/2022

Quantity	Item Code	Description	Price Each	Amount
20	printing	ENV01	1.10	22.00T
20	printing	ENV02	1.10	22.00T
20	printing	ENV03	1.10	22.00T
20	printing	ENV04	1.10	22.00T
20	printing	ENV05	1.10	22.00T
20	printing	AW8-10	1.10	22.00T
20	printing	AW8-15	1.10	22.00T
		Sales Tax	0.00%	0.00

Thank you for your business.	<b>Total</b>	\$154.00
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- Other \_\_\_\_\_

Please provide the additional documentation or explanation necessary to process this payment request.  
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Additional explanation: May Election - ESS

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

7/7/22  
Date



Election Systems & Software  
 6055 Paysphere Circle  
 Chicago, IL 60674  
 (877) 377-8683

**Invoice**

Invoice Date 5/27/22  
 Order Date 5/26/22  
 Customer Number 35699  
 Customer's PO No  
 On-Site Election Support

Terms of Payment 30 Days Net  
 Order Number 128096

**ORIGINAL**

Invoice Number CD2029913  
 Election Date 05/07/2022  
 Page 1 (1)



*BuyBoard Contract # 622-2D*

**RECEIVED**

JUL 6 2022

Invoice Address  
 NAVARRO COUNTY, TEXAS  
 PO BOX 1018  
 CORSICANA TX 75151-1018

NAVARRO COUNTY  
 AUDITOR'S OFFICE

Delivery Address  
 Navarro County, Texas  
 601 N 13th St  
 Ste 3  
 Corsicana, TX 75110

**Sales**

Pos	Description	Sales Qty	Unit	Price	Disc %	Tax %	Net Amount USD
1	Election Site Support Event - Tabulation Tracking #:	1.00	EA	4,975.000	0.00	0.00	4,975.00

**Sub Total Amount 4,975.00**

**SURCHARGE 373.13**

Admin Collection Surcharge  
 \*The Administrative Collection Surcharge may be deducted from the payment of this invoice if remittance is received within 45 days of invoice date.

**Total Exclusive Tax 5,348.13**

**Total Tax 0.00**

**Invoice Amount 5,348.13**

Customer Number 35699	Invoice Number CD2029913	INVOICE AMOUNT 5,348.13	Election Systems & Software ABA Routing No: 071000039 Account No: 5800923558
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TX: Texas  
 PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.