



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 _____

JUL 20 2022

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 Requested after service.
INV Date: 7/13/2022
PO Date: 7/15/2022

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

7-20-2022
Date

HOWARD FIRE EXTINGUISHER SERVICE

Box 2372
 CORSICANA, TEXAS 75151-2372
 (800) 874-4312

For Chemical Emergency
 Call INFOTRAC
 1-800-835-5058

JUL 19 2022

NOVEMBER COUNTY
 JUDICIAL OFFICE

INVOICE

067355

DATE: 7-13-22

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Novarro County Sheriff Dept

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P.O.
 316128

CUST. ORDER NO.	DATE SHIPPED	SHIPPED VIA	TERMS Net 30 Days	SALESMAN	F.O.B.	OUR ORDER NO.
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QTY. ORDERED	B/O	QTY. SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
		19	Fire ext. inspected		95.00
		4	2 1/2 # ABC maint.		87.80
		8	5 # ABC maint.		223.60
		1	20 # ABC maint.		34.95
		8	Fire ext. tested		84.00
					<u>525.35</u>

[Signature]
 7-18-2022

JUL 20 2022

[Signature]

Thank You



JUL 18 2022
 NAVARRO COUNTY
 AUDITOR'S OFFICE

Departmental Purchase Requisition

Company	HOWARD FIRE EXTINGUISHER SERVICE	Budget Number	101-512-445
Address	BOX 2372	Request Date	Friday, July 15, 2022
City	CORSICANA	Phone Number	903-874-4312
State/Providence	TX	Zip/Postal Code	75110
Country	USA	Fax Number	
		Contact Name	

Stock No.	Description	Supplier	Quantity	Unit Cost	Amount
					0.00
	Fire Extinguishers		40	13.13	525.35
	Service				0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Total					525.35
Shipping Charges					_____
Grand Total					525.35

7-15-2022

 Authorized by Elected/Appointed Official

Date Friday, July 15, 2022

Return to: Navarro County Auditor's Office
 300 West 3rd Avenue, Suite 10
 Corsicana, TX. 75110

Auditor Use Only	
Vendor No:	_____
Purchase Order No:	316172
G/L Account No:	_____
Auditor Approval:	_____