

22



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3<sup>rd</sup> Ave, Suite 4  
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 \_\_\_\_\_

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: Work done without PO

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

Jason —

We had PO # 315887 for  
brake repair on Unit 12 & 13.  
PO date was 6-7-22  
invoiced & paid.

---

Then this work was  
done on 1 of those  
units (brakes again) the  
same PO was used —  
should not have been  
(date is after PO)  
Which unit is this?



RDO Equipment Co.  
 215 Enterprise Blvd.  
 PO Box 128  
 Hewitt, TX 76643  
 254-666-3900  
 Fax: 254-666-7466

For Billing Inquiries or to  
 receive invoices via E-mail or  
 MyDealer website, please contact  
 RDOAR@rdoequipment.com

Ship to: N/A

JUL 26 2022

Branch  
 WACO, TX

Date  
 07/25/22

Account No.  
 3039001

Ship Via

Time  
 21:29:14 (B)

Phone No.  
 9036543095

Purchase Order  
 315887

Page  
 01

Invoice No.  
 W6005920

Tax Exemption Number

Federal ID Number

Salesperson  
 TJA

Invoice to: NAVARRO COUNTY PCT #1  
 300 WEST 3RD AVE SUITE #4  
 CORSICANA TX 75110

**SERVICE INVOICE**

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X483615	310SK BACKHOE LOAD	4222	1T0310SKHDE253425	12/18/14	
	310SK		PE4045R047712	12/16/16	5000 H

\*\*Buy parts online and view your invoices at RDOequipment.com/account  
 Create your FREE RDO Account today!

SEGMENT# 1 C R0901 RDO-080-DIAG 07/13/22 07/14/22

MISCELLANEOUS DIAGNOSTICS

CONDITION:

Customer is claiming the brake lights are flashing on this backhoe but the machine has not locked up at this time

CAUSE:

park brake switch broke.

CORRECTION:

4222 hours.

Started and ran machine finding park brake to release and drive around with park brake light flashing.

Removed floor mat and floor board from cab of machine.

Removed park brake switch from machine installing pressure gauge to machine.

Ran machine around finding pressure to be correct and not drop.

Inspected switch finding housing to be cracking.

Removed gauge and installed new switch on machine.

Ran machine around finding park brake light not to be flashing.

Installed floor board and matt to machine.

AT159811	SWITCH	1	198.64	198.64
			PARTS	198.64
			LABOR	555.00
10401099	SEGMENT TOTAL==>			753.64

CONTINUED ON PAGE 02

Thank you for your business



**RDO Equipment Co.**  
 215 Enterprise Blvd.  
 PO Box 128  
 Hewitt, TX 76643  
 254-666-3900  
 Fax: 254-666-7466

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 MyDealer website, please contact  
 RDOAR@rdoequipment.com

Ship to: N/A

Branch  
 WACO, TX

Date  
 07/25/22

Time  
 21:29:14 (B)

Page  
 02

Account No.  
 3039001

Phone No.  
 9036543095

Invoice No.  
 W6005920

Ship Via

Purchase Order  
 315887

Tax Exemption Number

Federal ID Number

Salesperson  
 TJA

Invoice to: NAVARRO COUNTY PCT #1  
 300 WEST 3RD AVE SUITE #4  
 CORSICANA TX 75110

**SERVICE INVOICE**

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X483615	310SK BACKHOE LOAD	4222	1T0310SKHDE253425	12/18/14	
	310SK		PE4045R047712	12/16/16	5000 H
SEGMENT# 2 C	R0901 ZONE45	07/13/22	07/14/22		

Round trip travel to and from location.

CONDITION:

Location- 4201 Hwy 22 Corsicana 75110

POC- Andrew +1 (903) 229-2260

10401099

LABOR	579.50
SEGMENT TOTAL==>	579.50

\*\*\*\*\* WORK ORDER TOTALS \*\*\*\*\*

PARTS	198.64
LABOR	1134.50
SRC ACC/HAZ MAT	79.41
TOTAL DUE RDO	1412.55

-----+-----  
 | Payments are due on your RDO account 30 days from the invoice date |  
 -----+-----

\*\*\*\*\*  
 PLEASE REMIT TO: RDO EQUIPMENT CO.  
 P.O. BOX 7160  
 FARGO, ND 58106-7160  
 \*\*\*\*\*

Debit: 211-611-445  
 Desc: Unit # 12 Brake repair  
 PO#: N/A  
 Invoice#: W6005920  
 Vendor#: 2860

Thank you for your business



RDO Equipment Co.  
 215 Enterprise Blvd.  
 PO Box 128  
 Hewitt, TX 76643  
 254-666-3900  
 Fax: 254-666-7466

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 receive invoices via E-mail or  
 MyDealer website, please contact  
 RDOAR@rdoequipment.com

Ship to: N/A

Invoice to: NAVARRO COUNTY PCT #1  
 300 WEST 3RD AVE SUITE #4  
 CORSICANA TX 75110

Branch  
 WACO, TX

Date  
 06/29/22

Time  
 21:34:04 (B)

Page  
 01

Account No.  
 3039001

Phone No.  
 9036543095

Invoice No.  
 W5988120

Ship Via

Purchase Order  
 315887

Tax Exemption Number

Federal ID Number

Salesperson  
 RS7

**SERVICE INVOICE**

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X483615	310SK BACKHOE LOAD	4100	1T0310SKHDE253425	12/18/14	
	310SK		PE4045R047712	12/16/16	5000 H

\*\*Buy parts online and view your invoices at RDOequipment.com/account  
 Create your FREE RDO Account today!

SEGMENT# 1 C R0901 RDO-080-DIAG 06/06/22 06/06/22  
 MISCELLANEOUS DIAGNOSTICS

CONDITION:

Brakes are locked up on the machine. They are able to move machine intermittently and for short distances before the brakes lock.

CORRECTION:

Ran machine finding machine to have active TCU 618.07 code. Checked machine park brake pressure switch finding switch to be broke.

Removed switch from machine.

Pulled switch off known good machine ran machine finding machine breaks not to lock up.

Machine will need new pressure switch.

Customer has 2nd backhoe down due to park break issues.

Removed and installed park brake switch from machine to get machine up and running.

AT310584	SOLENOID HYDRAU	1	554.48	554.48
	Solenoid Hydraulic Valve			
	PARTS			554.48
	LABOR			462.50
10401099	SEGMENT TOTAL==>			1016.98

SEGMENT# 2 C R0901 ZONE45 06/06/22 06/07/22  
 Round trip travel to and from location.

CONDITION:

CONTINUED ON PAGE 02

Thank you for your business



RDO Equipment Co.  
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 254-666-3900  
 Fax: 254-666-7466

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 MyDealer website, please contact  
 RDOAR@rdoequipment.com

Ship to: N/A

Branch  
 WACO, TX

Date	Time	Page
06/29/22	21:34:04 (B)	02
Account No.	Phone No.	Invoice No.
3039001	9036543095	W5988120
Ship Via	Purchase Order	
	315887	
Tax Exemption Number	Federal ID Number	

Invoice to: NAVARRO COUNTY PCT #1  
 300 WEST 3RD AVE SUITE #4  
 CORSICANA TX 75110

Salesperson  
 RS7

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X483615	310SK BACKHOE LOAD	4100	1T0310SKHDE253425	12/18/14	
	310SK		PE4045R047712	12/16/16	5000 H

at customers yard hwy 22  
 POC- Andrew +1 (903) 229-2260

10401099	LABOR	579.50
	SEGMENT TOTAL==>	579.50

\*\*\*\*\* WORK ORDER TOTALS \*\*\*\*\*

PARTS	554.48
LABOR	1042.00
SRC ACC/HAZ MAT	72.94
TOTAL DUE RDO	1669.42

-----  
Payments are due on your RDO account 30 days from the invoice date

\*\*\*\*\*  
 PLEASE REMIT TO: RDO EQUIPMENT CO.  
 P.O. BOX 7160  
 FARGO, ND 58106-7160  
 \*\*\*\*\*

Debit: N/A  
 Desc: N/A  
 PO#: 315887  
 Invoice#: W5988120  
 Vendor#: 2860

UNIT B

Thank you for your business

PURCHASE ORDER  
NAVARRO COUNTY  
300 WEST 3RD AVENUE, SUITE 4  
CORSIANA, TX 75110  
PHONE: (903) 654-3095  
FAX: (903) 654-3097

315887

06/07/2022  
PP 09/2022

TAX EXEMPT #75-6001092

PAYMENT TERMS: TEXAS PROMPT PAYMENT ACT

VENDOR: 002860 RDO EQUIPMENT COMPANY ROAD & BRIDGE #1  
PO BOX 7160  
FARGO, ND 58106-7160 ROAD & BRIDGE #1  
(254) 666-3900

Qty	Description	Account	Item Amount	Item Total
1	UNIT 12 & 13 - PARKING BR ANDREW CALLED	211-611-445	<del>500.00</del>	<del>500.00</del> 1669.42

*Revised 6-30-22*

GRAND TOTAL

~~500.00~~  
1669.45

APPROVED BY: *Jen Bell* DATE 6/7/22

NATALIE ROBINSON / TERRI GILLEN

ELECTRONIC INVOICES SHALL BE SENT TO AUDITOR@NAVARROCOUNTY.ORG

PAYMENT WILL BE MADE IN ACCORDANCE WITH TEXAS PROMPT PAYMENT ACT, TGC, SUBTITLE F, CHAPTER 2251. BUDGET PROVISIONS HAVE BEEN MADE & FUNDS ARE OR WILL BE AVAILABLE TO MEET THIS OBLIGATION WHEN DUE, PROVIDED THERE IS PROPER & LEGAL PERFORMANCE.



NAVARRO COUNTY  
300 W 3RD AVENUE, SUITES#ITE 6  
CORSICANA, TX 75110

Prosperity Bank  
100 South Main Street  
Corsicana, TX 75110

152085

DISB

07/11/2022

\$1,669.45

(Void After 60 Days)

Pay to the Order of: \*\*\*\*\*1,669 DOLLARS 45 CENTS

2860 RDO EQUIPMENT COMPANY  
PO BOX 7160  
FARGO, ND 58106-7160

*Jim Hill*  
\_\_\_\_\_  
County Auditor

*Roy Duff*  
\_\_\_\_\_  
County Treasurer

⑈ 152085 ⑈ ⑆ 113122655 ⑆ 221666440 ⑈

DISB

RDO EQUIPMENT COMPANY

07/11/2022 CHECK #: 152085

211-611-445 UNIT 12 & 13 - PARKING BREAK

W5988120

1,669.45

TOTAL AMOUNT 1,669.45