



**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: Purchase made before 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

Action Sign & Banner 2021

617 N Main St  
Corsicana, TX 75110

RECEIVED

AUG 17 2022

NAVARRO COUNTY  
AUDITOR'S OFFICE

# Invoice

Date	Invoice #
8/12/2022	3409

Bill To
Navarro County PCT 1

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			8/12/2022			

Quantity	Item Code	Description	Price Each	Amount
60	Decal	4" - reflective 0 for road signs Sales Tax	1.10 8.25%	66.00 0.00

~~PO# 316 424~~  
 Called for PO 8-17-22  
 Invoice is dated 8-12-22

Rd.  
 Signs

Debit: 211-611-321  
 Desc: Decals  
 PO#: N/A  
 Invoice#: 3409  
 Vendor#: 4402

<b>Total</b>	<b>\$66.00</b>
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Action Sign & Banner 2021

617 N Main St  
Corsicana, TX 75110

RECEIVED

AUG 24 2022

NAVARRO COUNTY  
AUDITOR'S OFFICE

# Invoice

Date	Invoice #
8/18/2022	3419

Bill To
Navarro County PCT 1

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			8/18/2022			

Quantity	Item Code	Description	Price Each	Amount
60	Decal	4" - reflective 0 for road signs Sales Tax	1.10 8.25%	66.00 0.00

SIGN'S

Debit: 211-611-322  
 Desc: Reflective Road Signs  
 PO#: N/A  
 Invoice#: 3419  
 Vendor#: 4402

**Total**

\$66.00



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Additional explanation: \_\_\_\_\_

*Purchase made without P.O.*

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 \_\_\_\_\_