



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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

8/26/2022

Signature

Date

AUG 29 2022

**Huffman Communications Sales, Inc.**

**Sales Invoice**

903.872.6032 Fax  
 P.O. Box 1753  
 Corsicana, Texas 75151

AUG 24 2022

DATE	INVOICE NO.
8/19/2022	39653

<b>BILL TO</b>
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

<b>SHIP TO</b>
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
	Net 30	SCH	8/19/2022			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT
Labor Tech 1	Hourly Labor - Technician Level 1 Services to install new WiFi antenna into unit 2018			3	85.00	255.00
				AUG 29 2022		
				<i>Alisa Keefer</i>	8/29/22	

<b>Total</b>	\$255.00
--------------	----------