



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3rd Ave, Suite 4
Corsicana, Texas 75110
e-mail: auditor@navarrocounty.org

Natalie Robinson, First Assistant,
Kaye Martin, Assistant
Lisa Clay, Assistant
Patty Wells, 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 _____

Andrew
 We need Invoice
 & all paper
 work + signature
 on Memo -
 Need all before
 Noon Wed - so it
 can go to CC Monday

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 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]
Signature

8-24-22
Date

Liberty Tire Recycling, LLC
 600 River Ave, 3rd Floor
 Pittsburgh, PA 15212
 Phone: 412.926.1500
 Fax: 412.697.2410
 www.libertytire.com



Invoice # 2311043
 Invoice Date 7/2/2022
 Due Date 8/1/2022
 Account Number 86009
 Terms Net 30 Days

RECEIVED

JUL 13 2022

Bill to: Navarro County
 300 W 3rd Ave # 4
 Corsicana, TX 75110-4603

NAVARRO COUNTY
 AUDITOR'S OFFICE

INVOICE

Service Date	Work Order/Tkt PO#	Description Cust Ref #	Qty	Rate	Total
06/29/22	002 - Navarro County Precinct 2 CleanUp - 16565 E State Hwy 22 WO#: 0007861713	Mixed Load - Load	1.00	1,862.5000	\$1,862.50
				Fuel Surcharge Variable Rate	186.25
				Service Location Sub Total	\$2,048.75
Invoice Total:					\$2,048.75

Debit: 101-406-495
 Desc: Line Day - 6/29/22
 PO#: N/A
 Invoice#: 2311043
 Vendor#: 5154

Please detach and include with payment.

Please Pay This Amount **\$2,048.75**

Amount of Remittance

Navarro County
 300 W 3rd Ave # 4
 Corsicana, TX 75110-4603

Account Number 86009
 Invoice # 2311043
 Invoice Date 7/2/2022
 Due Date 08/01/2022

Please Remit Payment To: **LIBERTY TIRE SERVICES LLC**
 PO Box 645375
 Pittsburgh, PA 15264

JUL 21 2022

Liberty Tire Recycling, LLC

600 River Ave, 3rd Floor
Pittsburgh, PA 15212
Phone: 412-926-1500
Fax: 412-697-2410



STATEMENT

Date	Account Number
07/07/2022	86009

Bill To

Navarro County
300 W 3rd Ave # 4
Corsicana, TX 75110-4603

Remit Payment To

Liberty Tire Recycling, LLC
PO BOX 645375
PITTSBURGH PA 15264-5375

JUL 20 2022

Current	Past Due			
	30 Days	60 Days	90 Days	Over 90 Days
2,048.75	0.00	0.00	0.00	0.00

Balance Due
\$ 2,048.75

Date	Type	Invoice/Ref #	Original Amt	Balance
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Invoice

07/02/2022	Invoice	0002311043	\$2,048.75	\$2,048.75
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Customer Total	\$ 2,048.75
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If you have a balance greater than 45 days past due, your service will be suspended until the balance is paid in full