



NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Kaye Martin, Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant

Terri Gillen, County Auditor

601 North 13th Street, Suite 6
Corsicana, TX 75110

Phone: (903) 654-3095

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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
- System shows invoice paid
- Budget Account Number (Line Item) is missing – Acct # _____
- Insufficient budget in Line Item
- 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.

X Jayma Medlock
Signature

9-23-2022
Date

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Invoice

HAYDAY, INC. dba COPY CENTER
117 SOUTH BEATON CORSICANA, TX 75110
Ph: (903) 872-6657 Fax: (903) 874-2684

Invoice Number: 0168546-001
Invoice Date: 08/12/22
Customer PO:
Account Number: 11585-0
Salesperson: 0 0

Bill To : NAVARRO COUNTY
300 W 3RD ST
CORSICANA, TX 75110

RECEIVED
AUG 23 2022
NAVARRO COUNTY
AUDITOR'S OFFICE

Ship To: 11585-000
NAVARRO COUNTY
300 W 3RD ST
CORSICANA, TX 75110

Buyer Phone: (903) 654-3095
Fax: (903) 654-3097
Route/Seq: D/3

Line	Item Number	Description	UOM	Qty	Price	List	Total
1	GRAPHICS	GRAPHICS/COMPOSITION WORK	EA	2	7.500	7.50	15.00
2	LAZERBLETT	COPY,BLK,LETTER,8.5X11	EA	25	0.100	0.10	2.50
3	PAPERCRDSTK	8.5X11 CARDSTOCK	EA	25	0.120	0.12	3.00
4	CUTTING	CUTTING CHARGES	EA	5	1.000	1.00	5.00

Order Notes:

YOU CAN NOW ORDER BY EMAIL AT COPYCENTERSUPPLIES@YAHOO.COM

Subtotal	25.50
Shipping	0.00
Sales Tax	0.00

Invoice Total:	25.50
Amount Due:	25.50
Payment Due Date:	09/11/22
Net 30 days from Invoice Date	

Received By:

Date:

Carrier:OUR TRUCK

FOB Point:YOUR OFFICE

Source: pos r2

Order Taker: pos r2