



NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant
Krystal McCollum, Assistant

Terri Gillen, County Auditor

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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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.

John Shuch
Signature

9-21-22
Date

Greenlander, LLC

P.O. Box 446
Cayuga, Texas 75832

Phone: 817-437-9909
Email: greenlanderman@yahoo.com

RECEIVED

Invoice

SEP 21 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

Bill To: Navarro SWCD
4323 W. Hwy 22
Corsicana, TX 75110

Invoice #: 3314
Invoice Date: 9/16/2022
Customer ID: nav002

Service location: Navarro SWCD
Flood control sites
Navarro County

Debit: 171-620-445
Desc: R136 - Sprayed Brush
PO#: NA & Weeds
Invoice#: 3314
Vendor#: 4420

Date	Description	Area	Total
9/16/2022	Herbicide application to flood control site for vegetation control	R136	\$ 890.00
Subtotal			\$ 890.00
Tax			
Balance Due			\$ 890.00

Notes:

Thank you!
Alan Paul
Greenlander, LLC

REMITTANCE

Customer Name: Navarro SWCD
Customer ID: nav002
Invoice Number: 3314
Date of Service: 9/16/2022
Services Performed: weed control

Balance Due Upon Receipt

\$ 890.00

Send payment to:

Greenlander, LLC
P.O. Box 446
Cayuga, Texas 75832

John Echal