

28



RECEIVED

OCT 17 2022

NAVARRO COUNTY AUDITOR'S OFFICE

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
Phone: (903) 654-3095

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

e-mail: auditor@navarrocounty.org

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
- ☐ 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.

Memo Steward

Signature

10/17/2022

Date



2000 Business State Hwy 31 - Corsicana, TX 75109
Phone: (903) 874-6591

Unit 2807 - Farmer

SERVICE DEPARTMENT HOURS
7:30 a.m. to 6:00 p.m.
Monday - Friday
8:00 a.m. to 12:00 p.m. Saturday

RECEIVED

R/O Open Date:	R/O Number
09/30/22	6073523/1
R/O Close Date	Status
09/30/22	Reprint
Mileage In	Mileage Out
108055	108055
Service Advisor / Tag #	
ABE PEREZ	

NAVARRO CO S.O. 312 W 2ND AVE CORSICANA, TX 75110			OCT 13 2022 NAVARRO COUNTY		Work Phone 903-654-3002	Vehicle Identification Number 1GNLCDEC1JR311794
Year	Make	Model	Body	Color	License Number	
2018	CHEVROLET	TAHOE				

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
#1 - MR MPI: MULTI-POINT INSPECTION	
#2 - MR LOF: PERFORM GASOLINE OIL AND FILTER CHANGE	
Tech: NATHAN MOSS (226)	
Installed 19419227 :SL-N-FILTER (01836-BOPCKT)	1@7.50 7.50
Installed 19259487 :N-OIL (08800-BOPCKT) 0W20	8@6.00 48.00

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NAVARRO COUNTY
AUDITOR'S OFFICE

Credit: _____
 Desc: _____
 PO#: _____
 Invoice#: _____
 Vendor#: _____

Debra Keely 10/13/22

TERMS STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. "I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto."

DISCLAIMER OF WARRANTIES: Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

LABOR	15.00
PARTS	55.50
DEDUCTIBLE	.00
SUBLET	.00
SHOP SUPPLIES	7.05
HAZARDOUS MATERIALS	.00
SALES TAX OR TAX I.D.	xxCEPT .00
SPECIAL ORDER DEPOSIT	.00
DISCOUNTS	.00
TOTAL DUE	77.55
A/RNAV001 NAVARRO COUNTY	77.55

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X



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Morris Steward

Signature

10-17-2022

Date

FRANK KENT COUNTRY

2000 Business State Hwy 31 - Corsicana, TX 75109
Phone (903) 874-6591

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OCT 13 2022

SERVICE DEPARTMENT HOURS
7:30 a.m. to 6:00 p.m.
Monday - Friday
8:00 a.m. to 12:00 p.m. Saturday

NAVARRO COUNTY
AUDITOR'S OFFICE

R/O Open Date	R/O Number
09/29/22	6073499/1
R/O Close Date	Status
09/29/22	Reprint
Mileage In	Mileage Out
111901	111901
Service Advisor / Tag #	
GINA TEAFATILLE/3724	

NAVARRO CO S.O.
312 W 2ND AVE
CORNICANA, TX 75110

Year	Make	Model	Body	Color	License Number
2017	CHEVROLET	TAHOE	2WD 4DR COMMERCIAL		

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
#1 - QL LOF: PERFORM GASOLINE OIL AND FILTER CHANGE	
Tech: NATHAN MOSS (226)	15.00
Installed 19419227 :SL-N-FILTER (01836-BOPCKT) 1@7.50	7.50
Installed 19259487 :N-OIL (08800-BOPCKT) 0W20 8@6.00	48.00
Sub Total: Labor: 15.00 Parts: 55.50 Total: 70.50	
#2 - QL Customer Reports: program key fob	
Tech: HUGO VALDIVIA (07)	145.00
Installed 13577769 :SL-N-TRANSMITTER (16345-CT) 1@143.07	143.07

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OCT 17 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

Morris Steward
10/13/2022

Debit: _____
Desc: _____
PO#: _____
Invoice#: _____
Vendor#: _____

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

LABOR	160.00
PARTS	198.57
DEDUCTIBLE	.00
SUBLET	.00
SHOP SUPPLIES	35.86
HAZARDOUS MATERIALS	.00
SALES TAX OR TAX I.D.	xxCEPT .00
SPECIAL ORDER DEPOSIT	.00
DISCOUNTS	.00
TOTAL DUE	394.43
A/RNAV001 NAVARRO COUNTY	394.43

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X

FRANK KENT COUNTRY

2000 Business State Hwy 31 - Corsicana, TX 75109
Phone: (903) 874-6591

SERVICE DEPARTMENT HOURS
7:30 a.m. to 6:00 p.m.
Monday - Friday
8:00 a.m. to 12:00 p.m. Saturday

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R/O Open Date	R/O Number
10/06/22	6073736/1
R/O Close Date	Status
10/06/22	Pre-Invoice
Mileage In	Mileage Out
22859	22859
Service Advisor / Tag #	
GINA TEAFATILLE/3868	
Vehicle Identification Number	
1GNLCDEC4KR346332	
Delivery Date	In-Service Date
	06/13/19
Color	License Number

NAVARRO CO S.O.		OCT 12 2022		Work Phone	
312 W 2ND AVE				903-654-3002	
CORSCIANA, TX 75110		NAVARRO COUNTY		Home Phone	
		AUDITOR'S OFFICE		Body	
Year	Make	Model			
2019	CHEVROLET	TAHOE		2WD 4DR COMMERCIAL	

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
#1 - LOF: PERFORM GASOLINE OIL AND FILTER CHANGE Tech: NATHAN MOSS (226) Installed 19419227 :SL-N-FILTER (01836-BOPCKT) 1@7.50 Installed 19259487 :N-OIL (08800-BOPCKT) 0W20 8@6.00 Sub Total: 70.50	15.00 7.50 48.00
#2 - MPI: MULTI-POINT INSPECTION	
#3 * ROT: PERFORM TIRE ROTATION Tech: NATHAN MOSS (226) Sub Total: 20.00	20.00
#4 * FKF: FRANK KENT FAMILY OIL CHANGE AND ROTATE PACKAGEDISC OUNT Tech: SHOP TECH (998) Sub Total: -15.00	-15.00

Debit: 101-560-445
Desc: Unit 2913 - Oil Change, Rotates Tires \$14.55
PO#: N/A
Invoice#: 6073736/1 Unit 2913 - LABOR \$20.00
Vendor#: 7121

RECEIVED

2913

OCT 13 2022

X. Lewis 110
10.11.22

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DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

LABOR AUDITOR'S OFFICE	20.00
PARTS	55.50
DEDUCTIBLE	.00
SUBLET	.00
SHOP SUPPLIES	9.05
HAZARDOUS MATERIALS	.00
SALES TAX OR TAX I.D.	xxCEPT .00
SPECIAL ORDER DEPOSIT	.00
DISCOUNTS	.00
TOTAL DUE	84.55

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

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Monis Steward
Signature

10/12/2022
Date