



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

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 _____

RECEIVED

NOV 07 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: BPO Referenced / Over \$100.00

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.

4 Morris Steward
Signature

11-04-22
Date



1440 W 7TH AVENUE
CORSICANA, TX 75110

PHONE: (903) 872-5053

OCT 31 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

CUST NO: 701837 JOB NO: 003 PURCHASE ORDER: 316639 10-3-22 REFERENCE: PO # 316639 10-3-22 TERMS: BLUETARP EXTENDED CLERK: CRISTINA DATE / TIME: 10/13/22 1:19

SOLD TO:
NAVARRO COUNTY
300 W 3RD AVE, SUITE 4

CORSICANA TX 75110
903-654-3095

SHIP TO:
SHERIFF
PO# 314236 OCT'21-MAR'22

903-654-3002

DUE DATE: 11/10/22 TERMINAL: 551

TAX: GOV GOVERNMENT TAX EXEMPT

INVOICE: J78947/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	1	1	BX	HF47213	HWH SELF-DRIL 10X3/4		1	10.99 /BX	10.99 N
2	3	3	PK	210328	2-1/2" ZINC SAFETY HASP		3	4.79 /PK	14.37 N
3	1	1	EA	820571	ENERGIZER 2032 LITHIUM 2/PK ✓		1	8.49 /EA	8.49 N
4	1	1	EA	801565	Energizer 24PK MAX AAA BATTERY ✓		1	22.99 /EA	22.99 *N
5	1	1	EA	845469	Energizer 16PK AA ALKALINE BATTE ✓		1	18.49 /EA	18.49 *N
6	2	2	EA	763802	GT LD Pist Nozzle/Grip ✓		2	8.49 /EA	16.98 N
7	1	1	EA	762911	ZINC PISTOL NOZZLE ✓		1	9.49 /EA	9.49 N

RECEIVED

NOV 07 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

Debit: 101-512-321
Desc: Lithium, AA, AAA Batteries, Nozzles, Hasp
PO#: NA
Invoice#: J78947/1
Vendor#: 1225

Acera Kelly 10/28/22

** REMIT TO CAPITAL ONE ** 101.80 TAXABLE 0.00
(BRAD STEELE) NON-TAXABLE 101.80
SUBTOTAL 101.80



TOT WT: 4.31
MID: ***4931

** Capital One PAYMENT**
BKCRD# XXXXXXXXXXXXX7582

APP: 804698 XR: 978947

TAX AMOUNT 0.00
101.80 **TOTAL** **101.80**

Brad Steele
Received By