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NAVARRO COUNTY AUDITOR'S OFFICE

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

APR 22 11:45
Natalie Robinson, First Assistant,
Kaye Martin, Assistant
Lisa Clay, Assistant
Patty Wells, Assistant
Jan Wise, Administrative 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 _____

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

3-11-22
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 # 2225945
 Invoice Date 2/26/2022
 Due Date 3/28/2022
 Account Number 86009
 Terms Net 30 Days

RECEIVED

MAR 7 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
02/17/22	0007587167	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: Tire Day - 2/17/22
 PO#: N/A
 Invoice#: 2225945
 Vendor#: 5154

(Handwritten initials KD in a circle)

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 # 2225945
 Invoice Date 2/26/2022
 Due Date 03/28/2022

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