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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 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110

Phone: (903) 654-3095

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INTEROFFICE MEMO

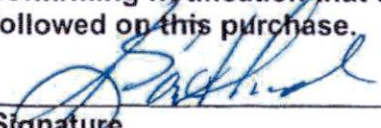
The attached item is being returned for the following reasons:

- 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.

  
\_\_\_\_\_  
Signature

1/9/23  
\_\_\_\_\_  
Date

**TROPHIES UNLIMITED**  
*Leaving My Mark*

420 N. Beaton St.

Corpus Christi, Texas 75110

(903) 872-6292 trophiesunlimited@yahoo.com

**Invoice**

Invoice # 117300  
 Account # C4241  
 Inv Date 1/6/2023  
 Date Due 2/5/2023  
 Terms Net - 30  
 PO #

**Bill To**

Navarro County Commissioner's Court

**Ship To**

Denise Ryno

SKU	Description	QTY	Rate	Total
plates - engraved	8X2 Euro gold plastic slider plate David Brewer Commissioner Precint # 4	1.000	\$8.00	\$8.00



*Thank you for allowing us  
 to touch the hearts  
 of those you care about!*

Subtotal	\$8.00
Tax	\$0.00
Tax 2	\$0.00
Shipping	\$0.00
Total	\$8.00
Payment	\$8.00
Balance	\$0.00

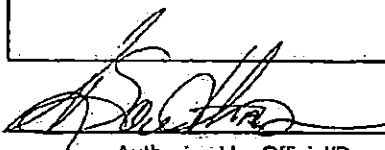


## Departmental Purchase Requisition

Company Kim Southard  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_

Budget Number \_\_\_\_\_  
 Request Date 01/09/23  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Contact Name \_\_\_\_\_

Item No.	Description	Quantity	Unit Cost	Amount
	Plastic Slider Plate David Brewer PCT4	1	\$8.00	\$8.00
			Subtotal	\$8.00
			Shipping Charge	
			Total	\$8.00

  
 \_\_\_\_\_  
 Authorized by Official/Department Head

Date: 01/09/23

Return To: Navarro County Auditor's Office  
 601 North 13th Street, Suite 6  
 Corsicana, Texas 75110

Auditor Use Only	
Vendor No.	_____
Purchase Order No.	_____
G/L Account No.	_____
Auditor Approval	_____