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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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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: Purchase made without PO

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.

Terri Gillen  
Signature

1-26-23  
Date



McKee Lumber Company  
 104 North 7th  
 Corsicana TX 75110  
 903-874-6581  
 Fax: 903-872-7936

**CUSTOMER COPY**



**INVOICE**

2301-697301 PAGE 1 OF 1

SOLD TO
NAVARRO CO. PRECINCT 312 W. 2ND AVE. CORSICANA TX 75110

JOB ADDRESS
NAVARRO CO. PRECINCT 312 W. 2ND AVE. CORSICANA TX 75110 ( ) -

RECEIVED  
 JAN 26 2023  
 NAVARRO COUNTY

ACCOUNT	JOB
1015	0
SOLD ON	1/25/2023 9:11:44 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	PRECINCT 2
STATION	MC6
CASHIER	RD
SALESPERSON	
ORDER ENTRY	

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	835363	#12 ALU Grain Scoop		Y	35.9900	EA	35.99

Debit: 212-612-321  
 Desc: #12 Alum Grain Scoop  
 PO#: N/A  
 Invoice#: 2301-697301  
 Vendor#: 347

*Filed*

**Payment Method(s)**

Charge to Acct 35.99

STATE 0.00% EXE: ON FILE	SubTotal	35.99
	Sales Tax	0.00
	Deposit	
<b>Please Pay This Amount</b>		<b>35.99</b>

*Tommy McMillan #22*

Signature