

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

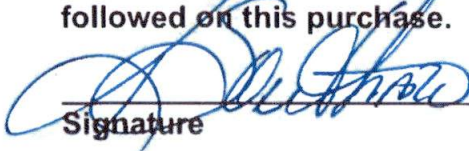
The attached item is being returned for the following reasons:

- 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 _____

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

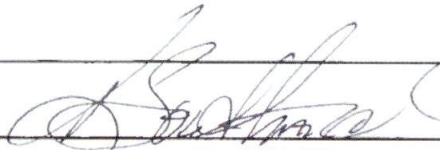


Departmental Purchase Requisition

Company CTWP Copy Center
 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
	Business Cards David Brewer PCT 4	50		\$36.26
Comments		Subtotal		\$36.26
		Shipping Charge		
		Total		\$36.26



 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: _____



CTWP Copy Center
 117 S Beaton St
 Corsicana, TX 75110 United States
 printme@ctwpcopycenter.com | 903-872-6657

Invoice #000039

Issue date
 Jan 6, 2023

Commissioner (Kim Southard)

Business Cards

Customer

Navarro County
 Lenora Anderson
 landerson@navarrocounty.org
 903-654-3095
 300 W. 3rd St.
 Corsicana, TX 75110

Invoice Details

PDF created January 6, 2023
 \$36.26

Payment

Due February 5, 2023
 \$36.26

P.O. number

Items	Quantity	Price	Amount
8.5x11 Color print 11-1500	50	\$0.25	\$12.50
Cutting	5	\$1.00	\$5.00
Graphics/Composition 15min	1	\$10.00	\$10.00
Tango Digital Cover C1S, 121913 8.5x11	50 sh	\$0.12/sh	\$6.00

Subtotal

\$33.50

Sales tax

\$2.76

Total Due

\$36.26

Return Policy

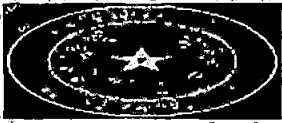
14 Day return with receipt and original packaging. All return subject to 25% restock.



Pay online

To pay your invoice go to <https://gosq.me/u/u0Bov1us>

Or open the camera on your mobile device and place the QR code in the camera's view.



Kim Southard <ksouthard@navarrocounty.org>

bc sample

3 messages

CTWP Copy Center: Graphics Department <graphics@ctwpcopycenter.com>
To: Kim Southard <ksouthard@navarrocounty.org>

Thu, Jan 5, 2023 at 4:09 PM

Ms. Southard,

I have attached a sample of Commissioner Brewer's business card. Please let me know if any changes need to be made.

Thank you,
Stefani

CTWP COPY CENTER GRAPHICS DEPARTMENT

OFFICE HOURS

Monday thru Friday | 8:00am to 5:00pm

Follow us on FACEBOOK: @CTWPCopyCenter

 Brewer, David-NavCo Commissioner bc 1.5.23.pdf
177K

Kim Southard <ksouthard@navarrocounty.org>
To: "CTWP Copy Center: Graphics Department" <graphics@ctwpcopycenter.com>

Thu, Jan 5, 2023 at 4:25 PM

Stefani,

Looks good. Can you get me a price so I can get a PO# for you.

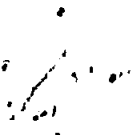
Thank You,
Kim Southard

"Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are."— John Wooden

Kim Southard
Navarro County
Commissioners' Court Coordinator
300 W. 3rd Avenue Suite 2
Corsicana, Texas 75110
903-654-3030
903-874-6053 fax
ksouthard@navarrocounty.org

Wait for the Lord; be strong and take heart and wait for the Lord. Psalm 27:14

Life's too short to spend it at war with others. Let go of the little things, and enjoy every second God gives us.



Sender notified by
Mailtrack

[Quoted text hidden]

graphics@ctwpcopycenter.com <graphics@ctwpcopycenter.com>
To: Kim Southard <ksouthard@navarrocounty.org>

Thu, Jan 5, 2023 at 4:26 PM

If you are reading this it means we have received your email.

You will receive an estimate for your order soon.

****IMPORTANT UPDATE - PLEASE READ****

CTWP Copy Center has 2 email addresses for getting jobs done now:

GRAPHICS@ctwpcopycenter.com - This is for jobs that need the Graphics Department's attention; ie. for orders that need to be designed, or require setup for production.

PRINTME@ctwpcopycenter.com - For quick print outs of documents, or standard sized photos.

* We will contact you again when your job order is done or if we have any questions. Please update which email address you send your orders to. **THANK YOU!**