

23



NAVARRO COUNTY AUDITOR'S OFFICE

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Lisa Clay, Assistant
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INTEROFFICE MEMO

The attached item is being returned for the following reasons:

MAR 27 '23 09:46

- 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: PO # was not requested.

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

3-15-2023
Date

INVOICE

80863

BLACKFORD

Printing Company

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OFFSET
LETTERPRESS

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STILL GOING STRONG"

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CORSICANA, TEXAS 75151
PHONE (903) 874-5101 FAX (903) 872-0909
Email: blackfordprinting@yahoo.com

Bill To
Navarro County Planning & Development
601 N 13th Street, Suite 1
Corsicana, TX 75110

RECEIVED

FEB 22 2023

FEB 21 '23 AM 11:12

MAR 27 '23 AM 9:46

NAVARRO COUNTY
AUDITOR'S OFFICE

Date	P.O. Number
02/06/23	

Description	Quantity	Amount
Tyvek Envelopes - black ink	250	341.00
<p><i>Stacy Jones</i></p> <p>received 2-14-2023</p> <p><i>Thank you!</i></p>		

Subtotal	\$341.00
Sales Tax (8.25%)	\$0.00
Total	\$341.00