



RECEIVED

APR 19 2023

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

Fax: (903) 654-3097

Natalie Robinson, First-Assistant Patty Wells, Assistant Lisa Clay, Assistant Jan Wise, Assistant Krystał McCollum, Assistant

300 W 3rd Ave., Suite 4

Terri Gillen, County Auditor

ounty Auditor Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

ie ai	ttached item is being returned for the following reasons:
X	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
0	System shows invoice paid
	Budget Account Number (Line Item) is missing – Acct #
ū	Insufficient budget in Line Item
ū	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:	20	was	nol	requ	Esten	Drion	
to Ha being	in	the 7	aper	. 1		1	
		1				3	

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.

igneradon uns purchase.

Date

The NavCo Chronicle

3002 W 4th Avenue
Corsicana, TX 75110 US
+1 9039152046
kris@thenavcochronicle.com

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NAVARRO COUNTY AUDITOR'S OFFICE



INVOICE

BILL TO

Navarro County

INVOICE DATE TERMS 1990 03/24/2023 Due on receipt 04/10/2023

DUE DATE

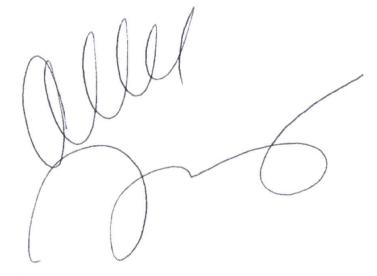
 DATE
 ACTIVITY
 DESCRIPTION
 QTY
 RATE
 AMOUNT

 Special Discount
 1
 -100.00
 -100.00

 04/05/2023
 election Ad 3x7.5
 2
 262.50
 525.00

BALANCE DUE

\$425.00



Debit: 101-409-418
Desc: Election

PO#: 10 P

Invoice#: 1990

Vendor#: 7842



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NAVARRO COUNTY

Departmental Purchase Requisition

Company	NAVCO C	HRONICLE	Budget Num	ber ELECTION				
Address	3002 W 4	TH AVE	Request Da	te				
City	City CORSICANA			ber	***************************************			
State	TX	Zip/Postal Code 75110	Fax Number	r		***************************************		
Country			Contact Nar	me Kris	e Kris Smith			
Item No.		Description		Quantity	Unit Cost	Amount		
	special	discount		1	(\$100.00)	(\$100.00)		
	election	n ad 3x7.5		2	\$262.50	\$525.00		
Comments	s		····		Subtotal	\$425.00		
				Shipping Charge Total \$425				
WAU.	thorized by C	Nicial/Department Head	Vendor	No:	ditor Use Only			
Date:				Purchase Order No:				
Date.	111/	_	G/L Acc	count No:				
Return To:	Navarro (County Auditor's Office	Auditor	Auditor Approval:				

601 North 13th Street, Suite 6 Corsicana, Texas 75110