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APR 19 2023

NAVARRO COUNTY AUDITOR'S OFFICE

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: PO was not requested prior to Ad being in the paper.

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

4/14/23 Date

The NavCo Chronicle

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

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APR 11 2023

NAVARRO COUNTY
AUDITOR'S OFFICE



INVOICE

BILL TO
Navarro County

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

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 Ad
 PO#: 109
 Invoice#: 1990
 Vendor#: 7842



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NAVARRO COUNTY
AUDITOR'S OFFICE

Departmental Purchase Requisition

Company NAVCO CHRONICLE
Address 3002 W 4TH AVE
City CORSICANA
State TX Zip/Postal Code 75110
Country _____

Budget Number ELECTION
Request Date _____
Phone Number _____
Fax Number _____
Contact Name Kris Smith

Item No.	Description	Quantity	Unit Cost	Amount
	special discount	1	(\$100.00)	(\$100.00)
	election ad 3x7.5	2	\$262.50	\$525.00
Comments			Subtotal	\$425.00
			Shipping Charge	
			Total	\$425.00



Authorized by Official/Department Head

Date: 4/10

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: _____