



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
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

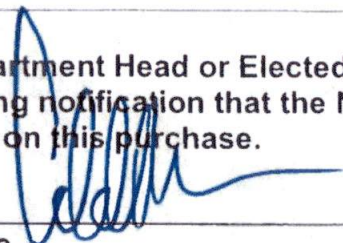
RECEIVED
JUN 04 2013
NAVARRO COUNTY
AUDITORS OFFICE

- 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: BPO was referenced. Over \$100.00
PO should have been 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.

x 
Signature

x 6-7-13
Date

ATWOODS of CORSICANA
3500 WEST 7TH AVE

CORSICANA, TX 75110-4823
PHONE: (903) 874-3200

RECEIVED

JUN 05 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

PAGE NO: 1



CUSTOMER NO: 2145	JOB NO: 000	PURCHASE ORDER: 316679	REFERENCE: PO # 316679 <i>Pct 3 BPO</i>	TERMS: NET 15TH	CLERK: EM3783	DATE / TIME: 4/25/23 12:01
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SOLD TO:
NAVARRO CO PCT 3
300 W 3RD AVE STE 4

CORSICANA TX 75110

SHIP TO:

TERMINAL: 567

SALESPERSON:
TAX: T37 CORSICANA - CST

INVOICE: 7256 /d

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE /PER	EXTENSION
8	8	EA	8424316	DIESEL EXHAUST FLUID 2.5 GALLON		8	9.99 /EA	79.92 N
1	1	EA	50973007	7018 ELECTRODE 10LB 1/8IN		1	23.99 /EA	23.99 N
4	4	CS	47820010	WATER 16.9 OZ 24 PK		4	2.99 /CS	11.96 N
Debit: <i>213-613-321</i>				<i>\$103.91</i>		Debit: <i>213-613-495</i> <i>\$11.96</i>		
Desc: <i>DEF, Welding Rods</i>						Desc: <i>Water</i>		
PO#: <i>NA</i>						PO#: <i>NA</i>		
Invoice#: <i>7256/37</i>						Invoice#: <i>7256/37</i>		
Vendor#: <i>5936</i>						Vendor#: <i>5926</i>		

** AMOUNT CHARGED TO STORE ACCOUNT ** 115.87

TAXABLE 0.00
NON-TAXABLE 115.87
SUB-TOTAL 115.87

TAX AMOUNT 0.00
TOTAL AMOUNT 115.87

[Signature]
Received By

(CLINT WATSON)