

24



RECEIVED

JUN 06 2023

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE
Natalie Robinson, Director
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant
Krystal McCollum, Assistant
Fax: (903) 654-3097

Terri Gillen, County Auditor
Phone: (903) 654-3095

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

e-mail: auditor@navarrocounty.org

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 requested after date of
INVOICE
Inv Date 04/21/2023 PO Date 04/25/2023

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.

Morris Steward
Signature

6-6-23
Date

AUTOMATIC SPRINKLER OF TEXAS
 PO BOX 382091
 DUNCANVILLE, TX 75138
 Phone: (972) 298-2772
 Fax: (972) 283-2826
 www.autosprinkleroftx.com



INVOICE

INVOICE NO
29162289

RECEIVED

JUN 05 2023

SOLD TO NAVARRO COUNTY JAIL
 312 W 2ND AVENUE
 CORSICANA, TX 75110

SHIP TO NAVARRO COUNTY JAIL
 312 W 2ND AVENUE
 CORSICANA, TX 75110

NAVARRO COUNTY
 AUDITOR'S OFFICE

ACCOUNT NO	PO NUMBER	TERMS	INVOICE DATE	PAGE
NAVARRO		Net 30	4/21/2023	1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	04-2023 SEMI-ANNUAL KITCHEN HOOD INSPECTION	300.00	300.00 *

We accept all major credit cards.
 Thank you for your business!

TOTAL AMOUNT 300.00

* means item is non-taxable

Aura Kelly 5/31/23

Debit: 101-512-445
 Desc: SEMI-ANNUAL KITCHEN HOOD INSPECTION
 PO#: NA
 Invoice#: 29162289
 Vendor#: 8049

RECEIVED

JUN 06 2023

NAVARRO COUNTY
 AUDITOR'S OFFICE

PURCHASE ORDER
NAVARRO COUNTY
300 WEST 3RD AVENUE, SUITE 4
CORSICANA, TX 75110
PHONE: (903) 654-3095
FAX: (903) 654-3097

318081

TAX EXEMPT #75-6001092

04/25/2023
PP 07/2023

PAYMENT TERMS: TEXAS PROMPT PAYMENT ACT

VENDOR: 008049 AUTOMATIC SPRINKLER OF TEXAS GENERAL FUND
PO BOX 382091
DUNCANVILLE, TX 75138 COUNTY JAIL
(972) 298-2772

Qty	Description	Account	Item Amount	Item Total
1	KITCHEN HOOD INSPECTION SEMI - ANNUAL	101-512-445	300.00	300.00

Watch Invoice
Date when it
Come back

GRAND TOTAL 300.00

APPROVED BY Natalie Robinson DATE 04/25/2023

NATALIE ROBINSON / TERRI GILLEN

ELECTRONIC INVOICES SHALL BE SENT TO AUDITOR@NAVARROCOUNTY.ORG

PAYMENT WILL BE MADE IN ACCORDANCE WITH TEXAS PROMPT PAYMENT ACT,
TGC, SUBTITLE F, CHAPTER 2251. BUDGET PROVISIONS HAVE BEEN MADE &
FUNDS ARE OR WILL BE AVAILABLE TO MEET THIS OBLIGATION WHEN DUE,
PROVIDED THERE IS PROPER & LEGAL PERFORMANCE.



RECEIVED

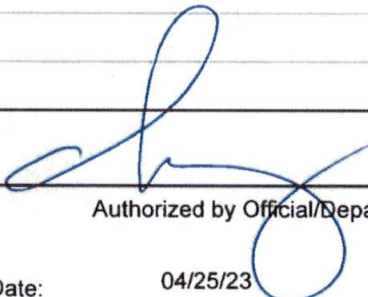
APR 25 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Departmental Purchase Requisition

Company	<u>Automatic Sprinkler of Texas</u>	Budget Number	<u>101-512-445</u>
Address	<u></u>	Request Date	<u>04/25/23</u>
City	<u></u>	Phone Number	<u></u>
State	<u> </u> Zip/Postal Code <u> </u>	Fax Number	<u></u>
Country	<u></u>	Contact Name	<u></u>

Item No.	Description	Quantity	Unit Cost	Amount
Apr-23	Semi-annual kitchen hood inspection	1	\$300.00	\$300.00
Comments			Subtotal	\$300.00
			Shipping Charge	
			Total	\$300.00



 Authorized by Official/Department Head
 Date: 04/25/23

Return To: Navarro County Auditor's Office
 601 North 13th Street, Suite 6
 Corsicana, Texas 75110

Auditor Use Only	
Vendor No:	<u>8049</u>
Purchase Order No:	<u>318081</u>
G/L Account No:	<u>101-512</u>
Auditor Approval:	<u>KB</u>

AUTOMATIC SPRINKLER OF TEXAS
 PO BOX 382091
 DUNCANVILLE, TX 75138
 Phone: (972) 298-2772
 Fax: (972) 283-2826
 www.autosprinkleroftx.com



INVOICE INVOICE NO
 29162289
RECEIVED

APR 25 2023

NAVARRO COUNTY
 AUDITOR'S OFFICE

SOLD TO NAVARRO COUNTY JAIL
 312 W 2ND AVENUE
 CORSICANA, TX 75110

SHIP TO NAVARRO COUNTY JAIL
 312 W 2ND AVENUE
 CORSICANA, TX 75110

ACCOUNT NO	PO NUMBER	TERMS	INVOICE DATE	PAGE
NAVARRO		Net 30	4/21/2023	1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	04-2023 SEMI-ANNUAL KITCHEN HOOD INSPECTION	300.00	300.00

We accept all major credit cards.
 Thank you for your business!

TOTAL AMOUNT 300.00

* means item is non-taxable