

RECEIVED

NAVARRO COUNTY AUDITOR'S OFFICE

JUN 12 2023

Natalie Robinson, First-Assistant

Patty Wells, Assistant

Lisa Clay, Assistant

Jan Wise, Assistant

Krystal McCollum, Assistant

NAVARRO COUNTY  
AUDITOR'S OFFICE

300 W 3<sup>rd</sup> Ave., Suite 4

Corsicana, TX 75110

Terri Gillen, County Auditor

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 \_\_\_\_\_

**COPY**

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: Darlene Kramer from Copy Center stated that she billed County Directly and no PO # was needed.

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.

*Terri Gillen*  
Signature

6-8-2023  
Date

18



CTWP Copy Center  
117 S Beaton St  
Corsicana, TX 75110 United States  
printme@ctwpcopycenter.com | 903-872-6657

Invoice #000637

Issue date  
Apr 25, 2023

RECEIVED

JUN 06 2023

NAVARRO COUNTY  
AUDITOR'S OFFICE

## 2" Round Stamp

Round 2" stamp  
Justice of the Peace

### Customer

Navarro County Auditor's (no tax)  
Terri Gillen  
auditor@navarrocounty.org  
903-654-3095  
300 W. 3rd St.  
Suite 4  
Corsicana, TX 75110

### Invoice Details

PDF created May 30, 2023  
\$48.40

### Payment

Due May 25, 2023  
\$48.40

Items	Quantity	Price	Amount
Ideal 500R 2"/50mm Round Stamp	1	\$51.25	\$51.25
Discount			-\$2.85
Subtotal			\$48.40
<b>Total Due</b>			<b>\$48.40</b>

### Return Policy

14 Day return with receipt and original packaging. All return subject to 25% restock.

*Jackie Freeland*



### Pay online

To pay your invoice go to <https://squareup.com/u/6WkrhCH8>  
Or open the camera on your mobile device and place the QR code in the camera's view.

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NAVARRO COUNTY AUDITOR'S OFFICE

JUN 12 2023

NAVARRO COUNTY  
AUDITOR'S OFFICE  
Terrill Gillen, County Auditor

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Jasper Traylor  
Signature

6-8-2023  
Date



CTWP Copy Center  
 117 S Beaton St  
 Corsicana, TX 75110 United States  
 printme@ctwpcopycenter.com | 903-872-6657

Invoice #000694

Issue date  
 May 4, 2023

# Angela McCollum

Envelopes

RECEIVED

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NAVARRO COUNTY  
 AUDITOR'S OFFICE

**Customer**

Navarro County Auditor's (no tax)  
 Terri Gillen  
 auditor@navarrocounty.org  
 903-654-3095  
 300 W. 3rd St.  
 Suite 4  
 Corsicana, TX 75110

**Invoice Details**

PDF created May 4, 2023  
 \$187.14

**Payment**

Due June 3, 2023  
 \$187.14

Items	Quantity	Price	Amount
8.5x11 Black print	1000	\$0.12	\$120.00
E10001 #10 Regular Envelope 500ct	1 bx	\$29.85/bx	\$29.85
92019 #10 Digital Envelope	1	\$37.29	\$37.29
Subtotal			\$187.14

**Total Due**

**\$187.14**

**Return Policy**

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RECEIVED

JUN 06 2023

NAVARRO COUNTY  
 AUDITOR'S OFFICE

*Jackie Trueland*



Pay online

To pay your invoice go to <https://gosq.me/u/OtsOOGd1>

Or open the camera on your mobile device and place the QR code in the camera's view.

**Customer**

Navarro County Auditor's (no tax)

Terri Gillen

auditor@navarrocounty.org

903-654-3095

300 W. 3rd St.

Suite 4

Corsicana, TX 75110

[Download Invoice PDF](#)

**Message**

Envelopes

**Invoice summary**

<b>8.5x11 Black print</b>	<b>\$120.00</b>
(\$0.12 ea.) x 1000	

<b>E10001 #10 Regular Envelope 500ct</b>	<b>\$29.85</b>
(\$29.85/bx) x 1 bx	

<b>92019 #10 Digital Envelope</b>	<b>\$37.29</b>
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Subtotal	\$187.14
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<b>Total Due</b>	<b>\$187.14</b>
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**Return Policy**

14 Day return with receipt and original packaging. All return subject to 25% restock.

**CTWP Copy Center**

117 S Beaton St

Corsicana, TX 75110 United States

printme@ctwpcopycenter.com

903-872-6657