

22

RECEIVED

AUG 08 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# not 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.

Morris Steward
Signature

8-08-23
Date



McKee Lumber Company
 104 North 7th
 Corsicana TX 75110
 903-874-6581
 Fax: 903-872-7936

CUSTOMER COPY



INVOICE

2308-511973 PAGE 1 OF 1

| SOLD TO |
|---|
| NAVARRO CO. COURTHOUSE 300 W 3RD CORSICANA TX 75110 |

| JOB ADDRESS |
|--|
| NAVARRO CO. COURTHOUSE 300 W 3RD CORSICANA TX 75110 () - |

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NAVARRO COUNTY
 AUDITOR'S OFFICE

| ACCOUNT | JOB |
|--------------|---------------------|
| 6543000 | 0 |
| SOLD ON | 8/3/2023 9:46:38 AM |
| CUST PICKUP | |
| BRANCH | 1000 |
| CUSTOMER PO# | SHERIFFS DEPARTMENT |
| STATION | MC6 |
| CASHIER | IM |
| SALESPERSON | |
| ORDER ENTRY | |

| Quantity | UM | Item | Description | D | T | Price | Per | Amount |
|----------|----|--------|-----------------------|---|---|---------|-----|--------|
| 1 | PC | 3/4CD | 4x8 3/4 cd plywood | | Y | 39.9900 | PC | 39.99 |
| 3 | EA | 806638 | 12OZ Gap & Crack Foam | | Y | 5.9900 | EA | 17.97 |
| 1 | 1 | CONST | CONSTRUCTION SCREW | N | Y | 8.2500 | 1 | 8.25 |

Debit: 101-512-385
 Desc: Plywood, Screws, Gap & Crack Foam
 PO#: NA
 Invoice#: 2308-511973
 Vendor#: 347

Aura Kelly 8/3/23

Payment Method(s)

Charge to Acct 66.21

| | | |
|----------------------------|-----------|-------|
| CITY 0.00% EXE: ON FILE | SubTotal | 66.21 |
| | Sales Tax | 0.00 |
| | Deposit | |
| Please Pay This Amount | | 66.21 |

Ryden 182

Signature