

National 4-H Supply Service

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NAVARRO COUNTY AUDITOR'S OFFICE

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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: _____

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.

Louie Stonel
Signature








8/14/2023
Date

Invoice



Order Number #189043 Issue Date August 14, 2023 Due Date September 13, 2023 Status Pending

Supplier	Ship To	Bill To
Shop 4-H Shop 4-H /National 4-H Council C/O M&T Bank P.O. Box 69395 Baltimore, MD 21264-9395 hello@shop4-h.org 301-961-2934	Anna Yates Texas A&M AgriLife Extension 313 West 3rd Avenue Corsicana, Texas United States - 75110 lorie.stovall@ag.tamu.edu (903) 654-3075	Anna Yates Texas A&M AgriLife Extension 313 West 3rd Avenue Corsicana, Texas United States - 75110 lorie.stovall@ag.tamu.edu (903) 654-3075

Item	Unit Price	Qty.	Total
 Green Fidget Spinner SKU: FTSR Shop 4-H	USD 2.99	15	USD 44.85
 4-H Translucent Yo-Yo SKU: Y 226 Shop 4-H	USD 2.95	25	USD 73.75
 4-H Coiled Spring Toy SKU: CLDST Shop 4-H	USD 1.99	25	USD 49.75
 Green Balloons (10) SKU: B 46 Shop 4-H	USD 2.95	5	USD 14.75
 4-H Grows Here Wristbands SKU: WB4HGH Shop 4-H	USD 0.75	50	USD 37.50
 Assorted Clover Pops (25) SKU: S 641 Shop 4-H	USD 5.99	2	USD 11.98
 4-H Clover Flying Disc SKU: E 205 Shop 4-H	USD 1.90	25	USD 47.50

Payment Method	Shipping Method	SUBTOTAL	USD 280.08
Bill Me Later	7-10 Business Day Standard Shipping	SHIPPING	USD 18.95
		TOTAL	USD 299.03

Total Paid	USD 0.00	Amount Due	USD 299.03
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Lorie Stovall

Invoice



Order Number #188753 Issue Date August 10, 2023 Due Date September 9, 2023 Status Pending

Supplier	Ship To	Bill To
Shop 4-H Shop 4-H /National 4-H Council C/O M&T Bank P.O. Box 69395 Baltimore, MD 21264-9395 hello@shop4-h.org 301-961-2934	Lorie Stovall Texas A&M AgriLife Extension 313 W 3rd AVE Corsicana, TX 75110, Texas United States - 75110 lorie.stovall@ag.tamu.edu 19036542407	Lorie Stovall Texas A&M AgriLife Extension 313 W 3rd AVE Corsicana, TX 75110, Texas United States - 75110 lorie.stovall@ag.tamu.edu 19036542407

Item	Unit Price	Qty.	Total
 Power Protectors STEM Challenge Kit SKU: PPKIT Shop 4-H	USD 21.95	6	USD 131.70

Payment Method	Shipping Method	SUBTOTAL	USD 131.70
Bill Me Later	7-10 Business Day Standard Shipping	SHIPPING	USD 12.95
		TOTAL	USD 144.65

Total Paid	USD 0.00	Amount Due	USD 144.65
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If your invoice is unpaid, payment is due 30 days from receiving your invoice.

Please Send Payment to:
Shop 4-H / National 4-H Council
C/O M&T Bank
P.O. Box 69395
Baltimore, Maryland 21264-9395

Lorie Stovall