



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

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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 _____

RECEIVED

SEP 06 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

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 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.

Monis Steward
Signature

9-6-23
Date

OLSEN FEED AND LAWN

Darrell Olsen
 220 E. Collin St. CORSICANA, TEXAS 75110 Telephone 874-4812
 FEED - SEED - FERTILIZER - VET. SUPPLIES - GRAIN - HAY
 ONE STOP AGRICULTURE SUPPLY HOUSE

RECEIVED

SEP 01 2023

Customer's Order No.

NAVARRO COUNTY AUDITOR'S OFFICE

Date

8-14-23

Name

Navarro County

Address

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
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QUAN.	DESCRIPTION	PRICE	AMOUNT
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5110 # Liquid feed 1139.53

Debit: 101-512-385
 Desc: Liquid Feed
 PO#: NA
 Invoice#: 404598
 Vendor#: 372

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SEP 06 2023

Charge 9-01-23
 Morris Steward

NAVARRO COUNTY AUDITOR'S OFFICE

ALL claims and returned goods MUST be accompanied by this bill.

EXEMPTION CERTIFICATE

The Undersigned hereby claims a farm exemption and assumes other use liability for payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purpose of the taxable items described hereon.

404598

Purchaser's Signature

TAX

TOTAL

1139.53