

25

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

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INTEROFFICE MEMO

The attached item is being returned for the following reasons:

- Item incurred before purchase order issued *over blanket amount*
- 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.

Signature

9-19-21

Date

Stock

#37 ATWOODS of CORSICANA
3500 WEST 7TH AVE
CORSICANA, TX 75110-4823
(903) 874-3200

09/07/23 8:18AM MW3736 567 SALE

| | | | | |
|-------------------------------|----|----|------|-------|
| 47820010 | 8 | CS | 2.79 | CS SN |
| WATER 16.9 OZ 24 PK | | | | 22.32 |
| Regular Price: | | | 2.99 | |
| 8424316 | 8 | EA | 8.99 | EA N |
| DIESEL EXHAUST FLUID 2.5 GALL | | | | 71.92 |
| 1420113 | 10 | EA | 4.49 | EA N |
| MYSTIK TETRIMOLY GRS#2 | 14 | | | 44.90 |

SUB-TOTAL:\$ 139.14 TAX: \$.00
TOTAL: \$ 139.14

CHARGE ANT: 139.14

Total Items: 26

Drew
YARD



==>> JRNL# G88726 INV# 7534/37

CUST NO: 2145

Customer Copy

RECEIVED

SEP 12 2023

**NAVARRO COUNTY
AUDITOR'S OFFICE**

Name: X

CLINT WATSON

Acct: NAVARRO CO PCT 3

PO#: 316679

THANK YOU FOR SAVING AT ATWOODS
RECEIPT REQUIRED FOR RETURN OR EXCHANGE

I certify under penalty of perjury that
my tax-exempt purchases are for use by a
government organization.

*** Sign up today & start saving ***
*** Text SAVE to 580-324-3263 ***
*** to receive text messages ***