

29



RECEIVED

OCT 30 2023

Invoice

A Quick Key Locksmith & Security

P.O Box 1073
Red Oak,Tx 75154
972-935-8219
aquickkey@yahoo.com
State License Number B14623

NAVARRO COUNTY
AUDITOR'S OFFICE

Invoice No: 5726
Date: 10/25/2023
Terms: NET 0
Due Date: 10/25/2023

Bill To: Corsacana Probation Office.
+1 (903) 602-9429

Table with 5 columns: Code, Description, Quantity, Rate, Amount. Rows include Service call, Miles, Program Schlage, and Parts Subtotal.

\*Indicates non-taxable item

Subtotal \$269.00
Total \$269.00
PAID \$0.00

Balance Due \$269.00



Notes

Program fobs to Schlage NDE

Handwritten signature

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

Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

INTEROFFICE MEMO

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NAVARRO COUNTY  
AUDITOR'S OFFICE


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 # 151-571-320
  - 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

10/26/23  
\_\_\_\_\_  
Date