



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

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Corsicana, TX 75110

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 _____

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 must be obtained BEFORE order is done

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.

Joehe Terebust
Signature

10/10/23
Date



RECEIVED
 OCT 10 2023
 NAVARRO COUNTY
 AUDITOR'S OFFICE

Departmental Purchase Requisition

Company KP GRAPHIC SOLUTIONS
 Address 200 N. 13TH
 City CORSICANA
 State TX Zip/Postal Code 75110
 Country _____

Budget Number 101-458-³¹⁰122
 Request Date 10/02/23
 Phone Number _____
 Fax Number _____
 Contact Name _____

Item No.	Description	Quantity	Unit Cost	Amount
	WINDOW ENVELOPES	1500	\$0.19	\$285.00
Comments	<i>John Tweed</i>	Subtotal		\$285.00
		Shipping Charge		\$25.33
		Total		\$310.33

 Authorized by Official/Department Head

Date: _____

Return To: **Navarro County Auditor's Office**
 601 North 13th Street, Suite 6
 Corsicana, Texas 75110

Auditor Use Only

Vendor No: _____

Purchase Order No: _____

G/L Account No: _____

Auditor Approval: _____



200 North 13th, Suite 107, Corsicana, TX 75110
 Office 903.641.7902 | Fax 903.641.7902
 www.kp-graphics.com

Invoice

Date	Invoice #
10/2/2023	4538

Bill To
NAVARRO COUNTY 300 W. 3RD STREET CORNICANA, TX 75110

Ship To
JACKIE FREELAND JP. PRECINCT 3 312 W. 2ND AVE CORNICANA, TX 75110

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
CHRISTY LOVE	Net 15	SK	10/2/2023	UPS	ARLINGTON, TX	091523-2

Quantity	Item Code	Description	Price Each	Amount
1.500	SERVICE	#10 WINDOW ENVELOPE FOR JACKIE FREELAND, JP PRECINCT 3	0.19	285.00T
	FREIGHT		25.33	25.331
		Sales Tax	0.00%	0.00
<i>Jackie Freeland</i>				

Total \$310.33