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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 3rd Ave., Suite 4

Corsicana, TX 75110

Phone: (903) 654-3095

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Fax: (903) 654-3097

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.

Signature

Date

11-8-23



GILFILLAN'S PAINT & HARDWARE

1440 W 7TH AVENUE
CORSICANA, TX 75110

PHONE: (903) 872-5053

RECEIVED

OCT 30 2023

CUST NO: 701837	JOB NO: 803	PURCHASE ORDER: PO# 314273 10/1/21-09/30/22	REFERENCE: PO # PO# 314273 10/1/21-09/30/	TERMS: BLUETARP EXTENDED	CLERK: CRISTINA	DATE / TIME: 10/27/23 9:19
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DUE DATE: 12/10/23 TERMINAL: 551

SOLD TO:
 NAVARRO COUNTY
 300 W 3RD AVE, SUITE 4

 CORSICANA TX 75110
 903-654-3095

SHIP TO:
 NAVARRO CO. PCT #3
 PO# 314273 10/1/21-9/30/22

 CORSICANA TX 75110
 903-654-3030

TAX: 001 TEXAS STATE TAX

INVOICE: B47401/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	6	6	EA	501733	2PK F96T12/CW FLUOR TUBE		6	32.99 /EA	197.94 N

RECEIVED

NOV 8 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

** REMIT TO CAPITAL ONE **

197.94

TAXABLE	0.00
NON-TAXABLE	197.94
SUBTOTAL	197.94

(CLINT WATSON)

TAX AMOUNT 0.00

197.94

TOTAL 197.94

** Capital One PAYMENT**

BKCRD# XXXXXXXXXXXXX7582



TOT WT: 15.42
MID: ***4931

APP: 586690 XR: 147401

Received By