



NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Patty Mosley, Assistant
Lisa Clay, Assistant
Vicki Lewis, Assistant
Krystal McCollum, Assistant
Kari Davis, Purchasing Assistant

300 W 3rd Ave., Suite 4

Terri Gillen, County Auditor

Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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:

No PO was obtained for the following, #87771, #87772, #87774, #87778, #87788, #87773

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.

Morris Steward

Signature

12/06/23

Date

K & S TIRE TOWING AND RECOVERY, INC.

1310 N. BUSINESS 45
 CORSICANA, TX. 75110

Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83331

INVOICE

Printed Date: 09/14/2023 Work Completed: 09/14/2023

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2011 Ford - UNIT#2151 - DRIVER---KEVIN SCOTT--#154
 Lic # : BCO-9993 Odometer In : 0
 Unit # : UNIT#2151 *Spare*
 VIN # : 1FMJU1F57 BEF31330

| Part Description / Number | Qty | Sale | Ext | Labor Description | Ext |
|-------------------------------|------|-------|-------|---|-------|
| WIPER BLADES RNX 5079279-1 | 2.00 | 28.78 | 57.56 | REPLACED FRONT & REAR WIPER BLADES ***** | 15.00 |
| WIPER BLADES TRI 16J | 1.00 | 15.39 | 15.39 | PO# ***** | |

RECEIVED
 NOV 30 2023
 NAVARRO COUNTY
 AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

| | |
|-----------|---------|
| Labor: | 15.00 |
| Parts: | 72.95 |
| SubTotal: | 87.95 |
| Tax: | 0.00 |
| Total: | 87.95 |
| Bal Due: | \$87.95 |

[Payments -]

Vehicle Received: 9/14/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature Keith Lewis 11-29-23 Date _____

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83332

INVOICE

Printed Date: 09/15/2023 Work Completed: 09/15/2023

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2010 Chevrolet - UNIT#2077
 Lic # : DPT-3847
 Unit # : UNIT#2077
 VIN # : 3GCRKTE39 **AG224726**
 Odometer In : 139235

- Harbuck

| Part Description / Number | Qty | Sale | Ext | Labor Description | Ext |
|----------------------------------|------|------|-----|--|--------|
| ENGINE MOUNT - WARRANTY C3211 | 1.00 | 0.00 | n/c | ***** PO# ***** REPLACED LEFT MOTOR MOUNT | 375.00 |

RECEIVED
 NOV 30 2023
 NAVARRO COUNTY
 AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

| | |
|-----------|----------|
| Labor: | 375.00 |
| Parts: | 0.00 |
| SubTotal: | 375.00 |
| Tax: | 0.00 |
| Total: | 375.00 |
| Bal Due: | \$375.00 |

[Payments -]

Vehicle Received: 9/14/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature *J. Lewis* 110 11-29-23 Date _____

K & S TIRE TOWING AND RECOVERY, INC.

1310 N. BUSINESS 45
 CORSICANA, TX. 75110

Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83354

INVOICE

Printed Date: 09/20/2023 Work Completed: 09/20/2023

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2016 TAHOE - UNIT#2689 -
 Lic # : 131-9849
 Unit # : UNIT#2689
 VIN # : 1GNLCDEC8 GR252171
 Odometer In : 194460

Freeland

| Part Description / Number | Qty | Sale | Ext | Labor Description | Ext |
|---|------|-------|-------|--|--------|
| FUEL INJECTOR - (warranty parts) FJ1217 | 8.00 | 0.00 | n/c | ***** PO# ***** | |
| SPARK PLUG - (warranty parts) 41-14 | 8.00 | 0.00 | n/c | REPLACED ALL EIGHT INJECTORS & PLUGS . REPLACED COIL PACK PLUG. | 450.00 |
| PLUG 5761 | 1.00 | 44.31 | 44.31 | | |

RECEIVED
 NOV 30 2023
 NAVARRO COUNTY
 AUDITORS OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

| | |
|-----------|----------|
| Labor: | 450.00 |
| Parts: | 44.31 |
| SubTotal: | 494.31 |
| Tax: | 0.00 |
| Total: | 494.31 |
| Bal Due: | \$494.31 |

[Payments -]

Vehicle Received: 9/20/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature *Keith Lewis* 11.29.23 Date _____

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83638

INVOICE

Printed Date: 11/16/2023 Work Completed: 11/16/2023

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2023 OPEN INVOICE - OPEN INVOICE -
 Lic # :
 Unit # : OPEN INVOICE
 VIN # :
 Odometer In : 0

County Tractor

| Part Description / Number | Qty | Sale | Ext | Labor Description | Ext |
|----------------------------|------|--------|--------|-------------------------|-------|
| TIRE 7.50-16 | 1.00 | 121.31 | 121.31 | MOUNT-CARRYOUT ***** | 20.00 |
| TIRE SEALER TIRE SEALER | 4.00 | 6.00 | 24.00 | PO# ***** | |

RECEIVED
 NOV 30 2023
 NAVARRO COUNTY
 AUDITORS OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

| | |
|-----------|----------|
| Labor: | 20.00 |
| Parts: | 145.31 |
| SubTotal: | 165.31 |
| Tax: | 0.00 |
| Total: | 165.31 |
| Bal Due: | \$165.31 |

[Payments -]

Vehicle Received: 11/16/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature *Keith Lewis* 11.16.23 Date _____

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83688

INVOICE

Printed Date: 11/27/2023

Work Completed: 11/27/2023

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2017 Chevrolet - UNIT#2798 -
 Lic # : 1342840
 Unit # : UNIT#2798 - *Feemster* Odometer In : 122908
 VIN # : 1GNLCDEC9 HR251208

| Part Description / Number | Qty | Sale | Ext | Labor Description | Ext |
|---------------------------|------|-------|-------|--|-------|
| HEAD LIGHT 9005 | 1.00 | 33.25 | 33.25 | CHECKED AND REPLACED PASSENGER SIDE HEADLIGHT ##### PO#319068 ##### | 75.00 |

RECEIVED

NOV 30 2023

**NAVARRO COUNTY
AUDITORS OFFICE**

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

| | |
|-----------|----------|
| Labor: | 75.00 |
| Parts: | 33.25 |
| SubTotal: | 108.25 |
| Tax: | 0.00 |
| Total: | 108.25 |
| Bal Due: | \$108.25 |

[Payments -]

Vehicle Received: 11/27/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature *Keith Lewis* 11.29.23 Date _____

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83313

INVOICE

Printed Date: 09/13/2023 Work Completed: 09/13/2023

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2016 TAHOE - UNIT#2689 -
 Lic # : 131-9849
 Unit # : UNIT#2689
 VIN # : 1GNLCDEC8 GR252171
 Odometer In : 193904

JJ Freeland

| Part Description / Number | Qty | Sale | Ext | Labor Description | Ext |
|--------------------------------------|------|--------|--------|--|--------|
| HEAD LIGHT 9005 | 1.00 | 33.25 | 33.25 | CLEANED #7 COIL PACK , INSTALLED & AND CLEARED CODES, REPLACED LEFT HIGH BEAM & 3RD BRAKE LIGHT | 225.00 |
| BRAKE LIGHT 923-116 | 1.00 | 182.00 | 182.00 | | |
| OIL FILTER PF63E | 1.00 | 8.00 | 8.00 | SERVICE | 15.00 |
| 10W30 SYNTHETIC ENGINE OIL per qt | 8.00 | 9.33 | 74.64 | Changed Motor Oil & Replaced Filter, Replaced with synthetic oil , Lube Chassis, Check all Fluid Levels | |

RECEIVED
 NOV 20 2023
 NAVARRO COUNTY
 AUDITOR'S OFFICE

PO#

PO denied

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

| | |
|-----------|----------|
| Labor: | 240.00 |
| Parts: | 297.89 |
| SubTotal: | 537.89 |
| Tax: | 0.00 |
| Total: | 537.89 |
| Bal Due: | \$537.89 |

[Payments -]

Vehicle Received: 9/13/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature *J. Lewis 11/29/23* Date _____