



14

# A Quick Key Locksmith & Security

# Invoice

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

Invoice No: 5727  
 Date: 10/25/2023  
 Terms: NET 0  
 Due Date: 10/25/2023

Bill To: Navarro county  
 mbutler@navarrocounty.org  
 P.O Box 333 Corsicana, Tx 75151-0333

## RECEIVED

DEC 12 2023

NAVARRO COUNTY  
AUDITOR'S OFFICE

PO Court Coordinator 13th Judicial District

Code	Description	Quantity	Rate	Amount
Service call	300 W. 3rd Ave., Suite 202A Corsicana, Texas 75110	1	\$85.00	\$85.00*
Miles*	Miles	54	\$3.00	\$162.00*
Mortise cylinder	Mortice cylinder	1	\$65.00	\$65.00*
Rekey	Rekey court reporter's office	1	\$25.00	\$25.00*
			Parts Subtotal	\$337.00

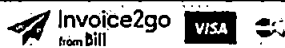
\*Indicates non-taxable item

Subtotal \$337.00

Total \$337.00

PAID \$0.00

Balance Due \$337.00



### Notes

Melissa Butler  
 Court Coordinator  
 13th Judicial District  
 300 W. 3rd Ave., Suite 202A  
 Corsicana, Texas 75110

Approval:

Date: 10/26/23

Department: Dist Court

Line Item #: 10-435-445



RECEIVED

NAVARRO COUNTY AUDITOR'S OFFICE

DEC 12 2023

NAVARRO COUNTY  
Natalie Robinson, First-Assistant  
AUDITOR'S OFFICE  
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@navarrocouny.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 \_\_\_\_\_

RECEIVED  
DEC 12 2023  
NAVARRO COUNTY  
AUDITOR'S OFFICE

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 purchase order was given

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

12/8/23