



MetroRepro

RECEIVED

DEC 09 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

INVOICE

Invoice Number: AR40421
 Invoice Date: 11/30/2022
 Account Number: Na01
 Balance Due: \$117.20

DEC 8 '22 AM 10:02

Remit to: PO BOX 560092 Dallas, TX 75353-0092
 P: 972-484-9292

Bill To: Navarro County Clerk's Office
 Attn: MJ Cranston
 300 W 3rd Ave
 Suite101
 Corsicana, TX 75110

Ship To: Navarro County Clerk's Office
 Attn: MJ Cranston
 300 W 3rd Ave
 Suite101
 Corsicana, TX 75110

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Due
SO24673		UPS	Net 30	12/30/2022

Remarks	Sales Person
	George Tabor

Item No	Description	Serial No	Order	Ship	BkO	UM	Price	Disc	Amount
MR20B36500N	20# Xerographic Bond 36 x 500 NT Contract: CN11280-01 Equipment: 5597 Serial Number: 33120160 Model: PW345 Location:		2.0	2.0	0.0	RL	\$53.60		\$107.20
S&H	Shipping and handling Contract: CN11280-01 Equipment: 5597 Serial Number: 33120160 Model: PW345 Location:		1.0	1.0	0.0	EA	\$10.00		\$10.00

Sherry Dowd

Please remember you can always pay your invoice online at www.metrorepro.com under the customer portal.

Subtotal	\$117.20
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
Invoice Total	\$117.20
Balance Due	\$117.20

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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
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

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: _____

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.

Sherry Dowd

Signature
Sherry Dowd

12-27-2022

Date