

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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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

JAN 05 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: _____

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.

Joubee Lueders
Signature

12-22-2022
Date

25

INVOICE

80845

BLACKFORD

Printing Company

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Bill To

Navarro County Auditor's Office
300 W 3rd Ave, Suite 10
Corsicana, TX 75110

RECEIVED

DEC 14 2022

NAVARRO COUNTY
AUDITOR'S OFFICE

RECEIVED

JAN 05 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Date	P.O. Number
12/05/22	Freeland

Description	Quantity	Amount
#10 Window Envelopes	1,000	89.00
<i>Janice Freeland</i>		<i>Thank you!</i>

Subtotal	\$89.00
Sales Tax (8.25%)	\$0.00
Total	\$89.00