



29  
**RECEIVED**

APR 18 2023

**NAVARRO COUNTY AUDITOR'S OFFICE**

**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 3<sup>rd</sup> Ave., Suite 4  
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

4/18/2023  
\_\_\_\_\_  
Date

RECEIVED

APR 18 2023

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

INVOICE  
82257

INVOICE

Printed Date: 04/14/2023 Work Completed: 04/13/2023

NAVARRO COUNTY  
300 W. 3RD AVE SUITE 300  
CORSICANA, TX 75110  
Cellular 214-284-6028

2006 Ford - F-150 -  
Lic # : HFY6568 Odometer In : 0  
VIN # : 1FTPW1257 6KB71501

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
FREON per lb. 134-A	2.25	30.00	67.50	TOW TO K&S FROM 8850 WEST HWY 31	100.00
SHIFT CABLES BUSHINGS 14057	1.00	19.00	19.00	REPLACED SHIFTER CABLE BUSHINGS ON BOTH SIDES OF CABLE. REPLACED SCHRADER VALVE & CHECKED AND RECHARGED A/C SYSTEM \$75.00 PER HR	150.00
SCHRADER VALVE SCHRADER VALVE	1.00	7.64	7.64	##### PATTY MEDINA (214)535-9352 #####	

Org Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	250.00
Parts:	94.14
SubTotal:	344.14
Tax:	7.77
Total:	351.91
Bal Due:	\$351.91

[ Payments - ] 

Vehicle Received 4/13/2023

Customer Number : 1928

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 of 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 \_\_\_\_\_ Date \_\_\_\_\_



## Departmental Purchase Requisition

Company K & S Tire and Recovery  
 Address 1310 N Business 45  
 City Corsicana  
 State TX Zip/Postal Code 75110  
 Country USA

Budget Number \_\_\_\_\_  
 Request Date 04/14/23  
 Phone Number 903-872-0745  
 Fax Number \_\_\_\_\_  
 Contact Name \_\_\_\_\_

Item No.	Description	Quantity	Unit Cost	Amount
1	Freon	2	\$30.00	\$67.50
2	Shift Cable Bushings	1	\$19.00	\$19.00
3	Schrader Valve	1	\$7.64	\$7.64
4	Tow fee	1	\$100.00	\$100.00
5	Labor	1	\$150.00	\$150.00
<b>Comments</b>		Subtotal		\$344.14
Unit 2 Red Ford F150 2006		Shipping Charge		
		<b>Total</b>		<b>\$344.14</b>

  
 \_\_\_\_\_  
 Authorized by Official/Department Head

Date: 4-18-23

Return To: Navarro County Auditor's Office  
 601 North 13th Street, Suite 6  
 Corsicana, Texas 75110

Auditor Use Only

Vendor No: \_\_\_\_\_  
 Purchase Order No: \_\_\_\_\_  
 G/L Account No: \_\_\_\_\_  
 Auditor Approval: \_\_\_\_\_