



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

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

RECEIVED

JUN 28 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

- 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.

 Morris Steward
Signature

 6/27/23
Date

RECEIVED

JUN 26 2023

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

INVOICE

82726

INVOICE

NAVARRO COUNTY
AUDITOR'S OFFICE

Printed Date: 06/12/2023

Work Completed: 06/12/2023

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

2018 Chevrolet - UNIT#2807 -
Lic # : 1385504
Unit # : UNIT#2807
VIN # : 1GNLCDEC1 JR311794

Odometer In : 0

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
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				TOW TO GUN BARREL TRANSMISSION	150.00
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RECEIVED

JUN 28 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Unit: 101-510-445
 Desc: Unit 2807 - TOWELS
 PO# N/A
 Invoice#: 82726
 Vendor#: 2319

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	150.00
Parts:	0.00
SubTotal:	150.00
Tax:	0.00
Total:	150.00
Bal Due:	\$150.00

[Payments -]

J. Lewis II
06-23-23

Vehicle Received: 6/12/2023

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 _____ Date _____



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Terri Gillen, County Auditor
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300 W 3rd Ave., Suite 4
Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

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RECEIVED

JUN 28 2023

**NAVARRO COUNTY
AUDITOR'S OFFICE**

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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

Date

RECEIVED

JUN 26 2023

K & S TIRE TOWING AND RECOVERY, INC.

1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

82721

INVOICE

NAVARRO COUNTY
SHERIFF'S OFFICE

Printed Date: 06/12/2023

Work Completed: 06/12/2023

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

2019 Chevrolet - UNIT#2912 -
Lic # : 1398748
Unit # : UNIT#2912
VIN # : 1GNLCDEC2 KR346104

Odometer In : 0

Post

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
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				MUD PULL SW CR 3040	165.00
				\$150.00 MUD PULL	
				\$1.00 A MILE @15 MILES	

RECEIVED

JUN 28 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Debit: 101-560-445
 Desc: Unit 2912 - SW3040 - MUD PULLED
 PO#: NA
 Invoice#: 82721
 Vendor#: 2319

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	165.00
Parts:	0.00
SubTotal:	165.00
Tax:	0.00
Total:	165.00
Bal Due:	\$165.00

[Payments -]

Keith Lewis 110
06.23.23

Vehicle Received: 6/12/2023

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 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 _____



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The attached item is being returned for the following reasons:

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NAVARRO COUNTY
AUDITOR'S OFFICE

- X Item incurred before purchase order issued
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Signature or date not present
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Payment Request inconsistent with County Policy
Other

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Additional explanation:

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Signature: Monis Steward

Date: 6/27/23

RECEIVED

JUN 26 2023

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

INVOICE

82685

INVOICE

NAVARRO COUNTY
AUDITOR'S OFFICE

Printed Date: 06/07/2023 Work Complete : 06/07/2023

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 CHEVEROLET TAHOE - UNIT#2795 -
Lic # : 1342830 Odometer In : 13073
Unit # : UNIT#2795
VIN # : 1GNLCDEC9 HR251290

Part Description / Number Qty Sale Ext Labor Description Ext

WINCH OUT ON SE CR 2120, HAD TO USE SKID STEER. 250.00

PO#

RECEIVED

JUN 28 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Debit: 106560-445
Desc: Unit 2795 - Winched Out
PO#:
Invoice#: 82685
Vendor#: 2319

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor: 250.00
Parts: 0.00
SubTotal: 250.00
Tax: 0.00
Total: 250.00
Bal Due: 250.00

[Payments -]

Keith Lewis

06-23-23

Vehicle Received: 6/7/2023

Customer Number: 383

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.

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