



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 _____

RECEIVED

OCT 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: PO # not requested from Smith & General.

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.

Y Morris Steward
Signature

Y 10/05/23
Date

Smith General Store
310-B S. 9th Street
Corsicana, Texas 75110
903-874-1372

Invoice: 126022
Drawer: 02
Employee: GLENN



Date: 10/02/2023
Time: 09:37:39 AM

RECEIVED

OCT 05 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

DEBRA KELLEY
NAVARRO COUNTY - NEW ACCOUNT
312 W 2ND AVE
CORISICANA, TX 75110

RECEIVED
OCT 03 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Charge

Ex	UOM	Qty	Dis	Description	Price
		4		LONE STAR 2-1 W/ MINERAL	
Y		0.00			\$71.96
		4		LONE STAR BLACK BAG CUBE	
Y		0.00			\$56.00

Subtotal: \$127.96
Tax: (8.25%): \$0.00

Total: \$127.96

Debra Kelly 10/2/23 Tended: \$0.00
Change: \$0.00

The sale of animal feed on credit is subject to Chapter 188, Agriculture Code. Failure to pay the agreed or reasonable charges for the feed may result in the attachment of a lien to the proceeds of the livestock for which the feed is used or the proceeds of the animal products produced from the livestock.

Charge Terms

Charge Signature

Exempt Agricultural Purposes

Exemption Signature - 7 75-6001092