



NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor

Phone: (903) 654-3095

300 W 3rd Ave., Suite 4

Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

Natalie Robinson, First-Assistant

Patty Wells, Assistant

Lisa Clay, Assistant

Jan Wise, Assistant

Krystal McCollum, Assistant

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: PO was not requested for items
purchased from CSG

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



CSG SYSTEMS, INC.
PO Box 451902
Omaha, NE 68145
United States

Order # : 502349
Order Type : Normal
Order Date/Time : 9/6/2023 3:41:31PM
Release Date/Time : 9/8/2023 1:01:23PM
Date/Time Printed : 9/8/2023 1:02:03PM
Order Created By : WEB2PSUSER

RECEIVED

Ship To :
Allie Thomas
Navarro County, Texas
601 N 13th St
Ste 3
Corsicana TX 75110
UNITED STATES

SEP 26 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Cust Order # :
Release Id # : 48013
Pack Slip # : 320643
Date Needed : 9/8/2023
Ship Method : UPS GROUND

Ordered By :
ES&S Print Services
11128 John Galt Blvd
Omaha NE 68137
UNITED STATES

Phone : (903) 875-3330

Fax :

Email : printservices@essvote.com

Comments :

Phone :

Fax :

Email : printservices@essvote.com

Product #	Inv Code	Description	Job #	Skid #	Location	Cartons	Loose	Order Qty
46786	14EWD_ABSEN TEE	14" POD Duplex Election Ware Absentee Ballot	528595					850
46791	14EWD_TEST	14" POD Duplex Election Ware Test Ballot	528595					170



Pick Slip # : 320643

ELECTION SYSTEMS AND SOFTWARE
11208 JOHN GALT BLVD

OMAHA NE 68137



Pick Slip # : 320643



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OCT 13 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

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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 for ES & S

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

10/10
Date



Election Systems & Software
6055 Paysphere Circle
Chicago, IL 60674
(877) 377-8683



Invoice

Invoice Date
9/5/23
Order Date
9/5/23
Customer Number
35699
Customer's PO No
Audio

Terms of Payment
30 Days Net
Order Number
160138

ORIGINAL

Invoice Number
CD2065985
Election Date
11/07/2023
Page
1 (1)

Invoice Address
NAVARRO COUNTY, TEXAS
PO BOX 1018
CORSICANA TX 75151-1018

Delivery Address
Navarro County, Texas
601 N 13th St
Ste 3
Corsicana, TX 75110

RECEIVED

OCT 03 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Sales

Pos	Description	Sales Qty	Unit	Price	Disc %	Tax %	Net Amount
							USD
1	Audio: Language Set-Up English	1.00	EA	400.000	0.00	0.00	400.00
2	Audio: Language Set-up Spanish	1.00	EA	400.000	0.00	0.00	400.00
3	Audio: Ballot Faces	34.00	EA	18.000	0.00	0.00	612.00
4	Audio: Ballot Faces	34.00	EA	18.000	0.00	0.00	612.00
5	Audio: Candidates/Yes-No	30.00	EA	12.000	0.00	0.00	360.00
6	Audio: Candidates/Yes-No	30.00	EA	12.000	0.00	0.00	360.00
7	Audio: Props/Amends/Instructs	15.00	EA	24.000	0.00	0.00	360.00
8	Audio: Props/Amends/Instructs	15.00	EA	24.000	0.00	0.00	360.00

Sub Total Amount 3,464.00

SURCHARGE 259.80

Admin Collection Surcharge

*The Administrative Collection Surcharge may be deducted from the payment of this invoice if remittance is received within 45 days of invoice date.

Total Exclusive Tax 3,723.80

Total Tax 0.00

Invoice Amount 3,723.80

Customer Number Invoice Number INVOICE AMOUNT
35699 CD2065985 3,723.80

Election Systems & Software
ABA Routing No: 071000039
Account No: 5800923558

TX: Texas

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.



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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 for ES&S

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Signature

Date

10/10

RECEIVED

OCT 13 2023

NAVARRO COUNTY
AUDITOR'S OFFICE



Election Systems & Software
6055 Paysphere Circle
Chicago, IL 60674
(877) 377-8683



Invoice

Invoice Date
9/6/23
Order Date
9/6/23
Customer Number
35699
Customer's PO No
Layout

Terms of Payment
30 Days Net
Order Number
160296

ORIGINAL

Invoice Number
CD2065986
Election Date
11/07/2023
Page
1 (1)

Invoice Address
NAVARRO COUNTY, TEXAS
PO BOX 1018
CORSICANA TX 75151-1018

Delivery Address
Navarro County, Texas
601 N 13th St
Ste 3
Corsicana, TX 75110

RECEIVED

OCT 03 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Sales

Pos	Description	Sales Qty	Unit	Price	Disc %	Tax %	Net Amount
							USD
1	Layout Charge: 1 to 500 Faces	34.00	EA	41.950	0.00	0.00	1,426.30
Sub Total Amount							1,426.30
SURCHARGE							106.97
Admin Collection Surcharge							
*The Administrative Collection Surcharge may be deducted from the payment of this invoice if remittance is received within 45 days of invoice date.							
Total Exclusive Tax							1,533.27
Total Tax							0.00
Invoice Amount							1,533.27

Customer Number
35699

Invoice Number
CD2065986

INVOICE AMOUNT
1,533.27

Election Systems & Software
ABA Routing No: 071000039
Account No: 5800923558

TX: Texas

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