

Huffman Communications Sales, Inc. **RECEIVED**

903.872.6032 Fax  
 P.O. Box 1753  
 Corsicana, Texas 75151

NOV 13 2023  
 NAVARRO COUNTY  
 AUDITOR'S OFFICE

**Sales Invoice**

DATE	INVOICE NO.
11/3/2023	40654

<b>BILL TO</b>
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

<b>SHIP TO</b>
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
319067	Net 30	SCH	11/3/2023			

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Labor Tech 2	Hourly Labor - Technician Level 2 Service to check power on unit 2333	1	125.00	125.00

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 NOV 15 2023  
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*Albra Kelly 11/13/23*

	<b>Total</b>	\$125.00
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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@navarrocouny.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 \_\_\_\_\_

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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. Over \$100.00  
K&S / INV 40654

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.

K Morris Steward  
Signature

11/13/23  
Date