

2013

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:

- 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: P. O. should have been requested.
Amount was over \$100.00

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]
Signature

11.26.23
Date

#37 ATWOODS of CORSICANA
3500 WEST 7TH AVE
CORSICANA, TX 75110-4823
(903) 874-3200

11/13/23 9:27AM JN3762 572 SALE

29904018	2	EA	59.99	EA	N
33' TRACTOR FLUID, HK UNIV 5 GL					119.98
11007126	2	EA	2.49	EA	N
330' DISH SOAP 16 OZ					4.98

SUB-TOTAL:\$ 124.96 TAX: \$.00

TOTAL: \$ 124.96

CHARGE AMT: 124.96

Total Items: 4



==>> JRNL# H26321 INV# 7654/37

CUST NO: 2145

Customer Copy

Name: X
BLAKE MADDOX
Acct: NAVARRO CO PCT 3
PO#: 319087

THANK YOU FOR SAVING AT ATWOODS
RECEIPT REQUIRED FOR RETURN OR EXCHANGE

I certify under penalty of perjury that
my tax-exempt purchases are for use by a
government organization.

*** Sign up today & start saving ***
*** Text SAVE to 580-324-3263 ***
*** to receive text messages ***

Debit: 213-613-331
Desc: Tractor Fluid
PO#: NA
Invoice#: 7654/37
Vendor#: 5976

Debit: 213-613-330
Desc: Dish Soap J'DLER
PO#: NA
Invoice#: 7654/37
Vendor#: 5976

RECEIVED

NOV 14 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Pct 3

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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 Nelson Propane
Purchase
INV 193987

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]
Signature

11-16-23
Date

Nelson PROPANE GAS

INCORPORATED
PO Box 2127 Corsicana TX 75151

INVOICE

Customer #:	163873
Payment Terms:	Net 30
Invoice #:	193987
Invoice Date	2023-11-01
Total Due	\$326.95

RECEIVED

NOV 13 2023

NAVARRO COUNTY
AUDITORS OFFICE

Make Check Payable to: Nelson Propane

NAVARRO COUNTY PRECINCT 3
NAVARRO COUNTY PRECINCT 3
300 W 3RD AVE SUITE 4
CORSICANA, TX 75110

Amount Enclosed: \$ _____

Nelson Propane
PO Box 2127
Corsicana, TX 75151

Customer Name		Delivery/Service Address		Cust #	Invoice #	Inv Date
NAVARRO COUNTY PRECINCT 3		300 W 3RD - CORSICANA, TX 75110		163873	193987	2023-11-01
Quantity	Item Number	Description	Unit Price	TOTAL		
1.00	HazMat Compliance F	HazMat Compliance Fee	\$4.9500	\$4.95		
128.80	Propane	Propane Delivered By: Rusty G on 11/01/2023 Starting Meter Reading: 0, Ending Meter Reading: 128.80	\$2.5000	\$322.00		

Debit: 213-613-430
 Desc: 128.80 Gal Propane \$322.00
 PO#: N/A Hazmat Fee \$4.95
 Invoice#: 163873
 Vendor#: 366

Tank/Equipment: Fuel Tank - Tank 1 Heat

For Fuel or Service At:
300 W 3RD - CORSICANA, TX 75110

Sub Total	\$326.95
Charges	\$0.00
Tax Total	\$0.00

ACCOUNT BALANCE	\$234.39	TOTAL DUE	\$326.95
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****Invoices do not reflect payments.
If you have paid this invoice, please regard this
for your records only.****

Online payment is available at www.NelsonPropane.com
 *** AUTO PAY CUSTOMERS - You will be drafted 3 days after invoice date ***
 *** Invoice for your records only ***

Nelson Propane
PO Box 2127
Corsicana, TX 75151

903-874-5641|www.NelsonPropane.com

www.nelsonpropane.com