



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

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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  
NOV 29 2023  
NAVARRO COUNTY  
AUDITORS 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: No PO was obtained

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

11/21/23  
Date

AUTOMATIC SPRINKLER OF TEXAS  
 PO BOX 382091  
 DUNCANVILLE, TX 75138  
 Phone: (972) 298-2772  
 Fax: (972) 283-2826  
 www.autosprinkleroftx.com



**INVOICE**

INVOICE NO.  
31657016

RECEIVED

RECEIVED

NOV 16 2023

NOV 16 2023

SOLD TO NAVARRO COUNTY JAIL  
 312 W 2ND AVENUE  
 CORSICANA, TX 75110

NAVARRO COUNTY  
 AUDITOR'S OFFICE  
 NAVARRO COUNTY JAIL  
 312 W 2ND AVE  
 CORSICANA, TX 75110

ACCOUNT NO	PO NUMBER	TERMS	INVOICE DATE	PAGE
NAVARRO	319271	Net 30	11/15/2023	1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	FIRE EXTINGUISHER SERVICE (1) K-CLASS DUE FOR HYRO TEST (1) 20#ABC DUE FOR HYDRO TEST (1) NEW 5#CO2 TO REPLACE 5# HALATRON FIRE EXT (6) 5#ABC DUE FOR 6YEAR MAINTENANCE	610.00	610.00

\*\*\*Now you can easily pay your invoices with just a quick click on the red button at the bottom of our home page!\*\*\* [www.autosprinkleroftx.com/home](http://www.autosprinkleroftx.com/home)

**TOTAL AMOUNT 610.00**

We except all major credit cards!

Thank you for your business!

*Momis Steward*  
 11/16/23