



NAVARRO COUNTY AUDITOR'S OFFICE

RECEIVED  
NOV 30 2023  
NAVARRO COUNTY  
AUDITORS OFFICE

Terri Gillen, County Auditor  
Phone: (903) 654-3095

300 W 3<sup>rd</sup> 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: No PO 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.

[Signature]  
Signature

11-30-2023  
Date



A DIVISION OF LOCHRIDGE-PRIEST  
 TACLA24360C - TACLA28379C - TACLA28343C - M41036 - TECLA32275  
 Regulated by The Texas Department of Licensing and Regulation PO BOX 12152 Austin, TX 78711  
 1 800 953 9332 / 512 483 6589 / www.tdlr.state.tx.us

RECEIVED

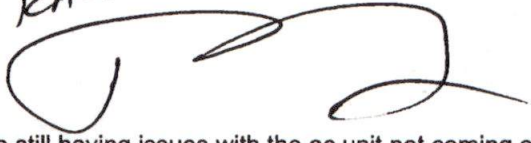
NOV 30 2023

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 AUDITOR'S OFFICE

Remit To **Lochridge Priest**  
 2901 E. INDUSTRIAL  
 BLVD  
 Waco , TX 76705  
 (254) 772-0670

**Invoice No.** LS62973  
**Transaction Date** 11/10/2023  
**Payment Terms** 12/10/2023 (Net 30)  
**Service Location** Navarro County Courthouse  
 300 West 3rd Avenue  
 Corsicana, TX 75110

**Invoice For** **Service Call Job**  
 #31434806 (10/04/2023 -  
 11/08/2023)  
**Bill To** **Navarro County**  
**Courthouse #22079**  
 300 West 3rd Avenue STE  
 4  
 Corsicana, TX 75110

*TRAVIS DEMPSEY*  


*Sherry Dowd*  
*1st Floor*

**Notes**

Payment Due: Net 30 days  
 Travis called in stating that they are still having issues with the ac unit not coming on. He said that Brandon recently went out and replaced the control board and it's still not working properly.

POC (979)820-3592  
 Technicians: Brandon Conrad #46  
 Clearing schedule  
 Contacted Travis and confirmed appointment  
 Arrived and setup for stepper motor replacement  
 Replaced motor  
 Started unit to test board control  
 System is responding and temps change according to demand  
 Need to reassemble the unit

Reassembled unit, tied in drain, opened drain line valve, and strapped insulation for piping and drain.  
 Switched unit to cool and turned down thermostat. Unit is delivering 48 degree air.  
 This job is complete  
 Not able to complete because we are waiting on additional parts  
 Contacted Travis and confirmed access  
 Arrived and checked in  
 Case # - 2117841

Branch 1-2-5  
 Provides gas through refnet to 2 units  
 Verified branch settings correct, verified comm voltage is correct, no loose connections, ball valves open. Thermostats are paired, contacted Daikin to carry on with case to resolve no cool on the one fan coil.

Pcb not driving eev, confirmed eev ohms good, and valve body opens under pressure. Replace pcb and stepper motor.  
 Parts to be ordered

<b>Item</b>	<b>Amt</b>
Fees	\$75.00
Labor	\$1,470.00
Parts	\$974.67
<b>GRAND TOTAL</b>	<b>\$2,519.67</b>

**Terms & Conditions**

Submit Payment to: Lochridge-Priest, Inc., PO Box 154187, Waco, Texas 76715. If we have failed to meet your needs or expectations in any way, please let us know. We appreciate your business.

- TACLA24360C TACLA28379C TACLA28343C TECLA32275 Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711. 1-800-803-9202 512-463-6599 [www.tdlr.texas.gov](http://www.tdlr.texas.gov)
- M-41036 Douglas Reinke
- Regulated by the Texas State Board of Plumbing Examiners P.O. Box 4200, Austin, Texas 78765 (512) 458-2145