

Pct 2

17



NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Patty Mosley, Assistant
Lisa Clay, Assistant
Vicki Lewis, Assistant
Krystal McCollum, Assistant
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300 W 3rd Ave., Suite 4

Terri Gillen, County Auditor

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
[X] Payment Request inconsistent with County Policy
Other Used old Blanket PO

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation:

Three horizontal lines for additional explanation.

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

12-13-23

Date



GILFILLAN'S PAINT & HARDWARE
 1440 W 7TH AVENUE
 CORSICANA, TX 75110

PHONE: (903) 872-5053

CUST NO: 701837 JOB NO: 802 PURCHASE ORDER: 314237 REFERENCE: PO # 314237 TERMS: BLUETARP EXTENDED CLERK: ALLEY DATE / TIME: 12/6/23 10:50

DUE DATE: 1/10/24 TERMINAL: 553

SOLD TO:
 NAVARRO COUNTY
 300 W 3RD AVE, SUITE 4

 CORSICANA TX 75110
 903-654-3095

SHIP TO:
 NAVARRO CO. PCT #2
 PO#314237 10/1/21-09/30/22

 CORSICANA TX 75110
 903-654-3096

TAX: 001 TEXAS STATE TAX

INVOICE: B58149/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	1	1	EA	403227	10" ROUND VALVE BOX		1	19.99 /EA	19.99 N
2	1	1	EA	400352	3/4PBX3/4SB PB CONV CUPL		1	15.49 /EA	15.49 N
3	1	1	RL	F4340750	3/4"X100' BLUE PEX COIL UPONOR		1	92.99 /RL	92.99 N

SHOP

Handwritten initials/signature

Debit: 212-612-321
 Desc: ValveBox, ConvCupl, PexCoil
 PO#: NA
 Invoice#: B58149/1
 Vendor#: 1225

** REMIT TO CAPITAL ONE ** 128.47 TAXABLE 0.00
 (MARSHALL BETTS) NON-TAXABLE 128.47
 SUBTOTAL 128.47

TAX AMOUNT 0.00

TOTAL 128.47

** Capital One PAYMENT**
 BKCRD# XXXXXXXXXXXXX7582

128.47

Handwritten signature

Received By

12-6-23



TOT WT: 14.48
 MID: ***4931

APP: 950376 XR: 158149