

PA3

15



NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Patty Mosley, Assistant

Lisa Clay, Assistant

Vicki Lewis, Assistant

Krystal McCollum, Assistant

Kari Davis, Purchasing Assistant

300 W 3rd Ave., Suite 4

Terri Gillen, County Auditor

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:

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.

3500 WEST 7TH AVE
CORSICANA, TX 75110-4823
PHONE: (903) 874-3200

RECEIVED

DEC 18 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

NAVARRO CO PCT 3
300 W 3RD AVE STE 4

CORSICANA TX 75110

CUST # 2145
TERMS: NET 15TH
P.O. # 319087
REF. # PO # 319087
DUE DATE: 1/15/24

INV # 007718/d
DATE : 12/12/23
CLERK: AC3779
TERM # 568

TIME : 2:11

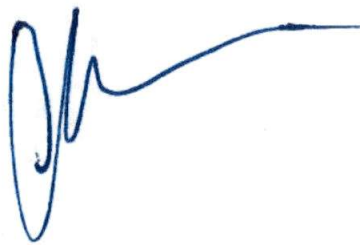
* INVOICE *

			SUG. PRICE		
12	EA 8424316	DIESEL EXHAUST FLUID 2.5 GALLON	8.99 /EA	107.88	N

** AMOUNT CHARGED TO ACCOUNT **	107.88	TAXABLE	0.00
		NON-TAXABLE	107.88
		SUB-TOTAL	107.88
		TAX AMOUNT	0.00
(BLAKE MADDOX)		TOTAL INVOICE	107.88

ATWOODS of CORSICANA

PAGE NO 1



Debit: 213-613-321
Desc: Diesel Exhaust Fluid
PO#: NA
Invoice#: 007718/d
Vendor#: 5986



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NAVARRO COUNTY

AUDITOR'S OFFICE

ATWOODS of CORSICANA
3500 WEST 7TH AVE

PAGE NO: 1

CORSICANA, TX 75110-4823
PHONE: (903) 874-3200

CUSTOMER NO: 2145	JOB NO: 000	PURCHASE ORDER: 319087	REFERENCE: PO # 319087	TERMS: NET 15TH	CLERK: MS3795	DATE / TIME: 12/14/23 8:53
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SOLD TO:
NAVARRO CO PCT 3
300 W 3RD AVE STE 4
CORSICANA TX 75110

SHIP TO:

TERMINAL: 567

SALESPERSON:
TAX: T37 CORSICANA - CST

INVOICE: 7724 /d

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE /PER	EXTENSION
5	5	CS	47820010	WATER 16.9 OZ 24 PK	2.99	5	2.79 /CS	13.95 SN
1	1	EA	1425574	GEAR-LUBE HARVEST KING 85W140-35		1	89.99 /EA	89.99 N

REPRINT

Debit: 213-613-321
 Desc: Gear Lube
 PO#: NA
 Invoice#: 7724/d
 Vendor#: 5936

Debit: 213-613-495
 Desc: Water
 PO#: NA
 Invoice#: 7724/d
 Vendor#: 5936

** AMOUNT CHARGED TO STORE ACCOUNT ** 103.94

TAXABLE	0.00
NON-TAXABLE	103.94
SUB-TOTAL	103.94
TAX AMOUNT	0.00
TOTAL AMOUNT	103.94

(BLAKE MADDOX)

Received By