

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Patty Wells, Assistant

Lisa Clay, Assistant

Jan Wise, Assistant

Krystal McCollum, Assistant

300 W 3rd Ave., Suite 4

Corsicana, TX 75110

Terri Gillen, County Auditor

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

INTEROFFICE MEMO

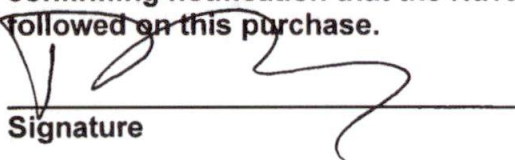
The attached item is being returned for the following reasons:

- 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: No waq on file + No PO.

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

12-19-23
Date

Shallow Creek Land Survey Company
 PO Box 1212
 Corsicana, TX 75151

RECEIVED

DEC 18 2023

Date 10/24/2023
 Invoice # 23-0181

NAVARRO COUNTY
 AUDITOR'S OFFICE

Bill To
 Navarro County, Texas

Ship To

P.O. #
 Terms

Debit: 101-410-410
 Desc: Surveyed Annex + New
 PO#: NIA
 Invoice#: 23-0181
 Vendor#: 8252

Ship Date 10/24/2023
 Due Date 10/24/2023
 Other

Item	Description	Qty	Price	Amount
boundary surv...	Survey and partial topo of Block 318 12th Street and 1st Avenue Corsicana Navarro County, Tx	1	1,500.00	1,500.00
boundary surv...	Survey and partial topo of Part of Block 324 13th Street and 2nd Avenue Corsicana Navarro County, Tx	1	1,500.00	1,500.00
	Surveyed for proposed to building sites.			

Important Note: Upon delivery of the survey and or survey services performed the above party(s) understands and agrees to pay this invoice within 10 days of delivery unless alternate arrangements are made with our office.

Thank you.

Subtotal \$3,000.00
 Sales Tax (8.25%) \$0.00
 Total \$3,000.00
 Payments/Credits \$0.00
 Balance Due \$3,000.00

Shallow Creek Land Survey Company

TRANS DEMPSEY





JPB 20

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RECEIVED
DEC 18 2023
NAVARRO COUNTY
AUDITOR'S 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: Order made without PO

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.

Jackie Fiebert
Signature

12-15-2023
Date



200 North 13th, Suite 107, Corsicana, TX 75110
 Office 903.641.7902 | Fax 903.641.7902
 www.kp-graphics.com

Invoice

Date	Invoice #
10/2/2023	4538

Bill To
NAVARRO COUNTY 300 W. 3RD STREET CORSICANA, TX 75110

Ship To
JACKIE FREELAND JP, PRECINCT 3 312 W. 2ND AVE CORSICANA, TX 75110

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
CHRISTY LOVE	Net 15	SK	10/2/2023	UPS	ARLINGTON, TX	091523-2

Quantity	Item Code	Description	Price Each	Amount
1,500	SERVICE	#10 WINDOW ENVELOPE FOR JACKIE FREELAND, JP PRECINCT 3	0.19	285.00
	FREIGHT		25.33	25.33
		Sales Tax	0.00%	0.00

Jackie Freeland

	Total	\$310.33
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