



RECEIVED

JAN 03 2024

NAVARRO COUNTY AUDITOR'S OFFICE

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Natalie Robinson, First-Assistant
Patty Mosley, Assistant
Lisa Clay, Assistant
Vicki Lewis, Assistant
Krystal McCollum, Assistant
Kari Davis, Purchasing Assistant

Terri Gillen, County Auditor

300 W 3rd Ave., Suite 4
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:

PO # not requested from AMG for the following items.

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

12/18 Date



4606 N Stahl Park, Suite 106
San Antonio, TX 78217

RECEIVED

DEC 13 2023

Invoice

Date	Invoice #
12/11/2023	118466

NAVARRO COUNTY
AUDITOR'S OFFICE

Bill To
Navarro County Elections Allie Thomas P.O. Box 1018 Corsicana, TX 75151

Ship To
Navarro County Elections Allie Thomas P.O. Box 1018 Corsicana, TX 75151

P.O. Number	Terms	Rep	Ship
2023 MM & 3up Cards	Net 30		12/11/2023

Quantity	Item Code	Description	Price Each	Amount
29,621	printing	2023 Mass Mailing	0.06	1,777.26T
6,000	printing	3up VR Certificates	0.05416	324.96T
29,621	Postage- Sales	Postage	0.356	10,545.08
		Sales Tax	0.00%	0.00

Thank you for your business.	Total	\$12,647.30
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