



NAVARRO COUNTY AUDITOR'S OFFICE

31
RECEIVED

JAN 19 2024

**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

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 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.

Morris Steward

01-19-24

Signature

Date

Huffman Communications Sales, Inc.

Sales Invoice

903.872.6032 Fax
 P.O. Box 1753
 Corsicana, Texas 75151

DATE	INVOICE NO.
10/25/2023	40609

BILL TO
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

SHIP TO
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

Unit 2133

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
Keith Lewis	Net 30	SCH	10/25/2023			

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Labor	Labor to Troubleshoot and Resolve GPS Power Issue Unit# 133 New Tahoe	1	125.00	125.00

K. Lewis 110
01-18-21

Customer Signature _____	Total	\$125.00
--------------------------	--------------	----------