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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

Terri Gillen, County Auditor
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

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

RECEIVED
JAN 18 2024
NAVARRO COUNTY AUDITOR'S OFFICE
RECEIVED
JAN 14 2024
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:

These items were added to an old existing po. A new po should have been done!

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.

Monis Steward
Signature

01-17-24
Date



# INVOICE

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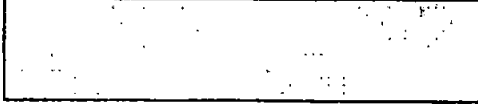
BILLING INQUIRIES (866)286-1333

PO Box 54308  
Lexington, KY 40555-4430  
Billing Questions:ARGalls.com

Page 1 of 1

ACCOUNT NUMBER	5290402
TERMS	NET 30
INVOICE NUMBER	026735314
INVOICE DATE	01/09/2024
DUE DATE	02/08/2024
SHIP VIA	FEDEX Ground
P.O. NUMBER	318540 BODY ARMOR
ORDER# / ORDER DATE	25135872 11/13/2023
FOB SHIPPING POINT	F.O.B. Shipping Point

When applicable, merchandise was received and signed for by (signature below):



Sold To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

Ship To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
BP1141 BLK CSTM 00	GALLS G-FORCE LVL IIIA VEST WITH 2 CARRIERS Purchased for: MICHAEL FERMSTER	GPR	1	915.00	915.00

**RECEIVED**  
JAN 12 2024  
NAVARRO COUNTY  
AUDITOR'S OFFICE

789086184299

Subtotal:	915.00
Shipping:	\$0.00
Tax:	\$0.00
CREDIT/PREPAYMENTS:	\$0.00
TOTAL CHARGES CURRENT SHIPMENT:	915.00



To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment

INVOICE DATE 01/09/2024

DUE DATE 02/08/2024

ACCOUNT NUMBER 5290402

AMOUNT DUE 915.00

INVOICE NUMBER 026735314

Bill To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

Payable To:  
GALLS, LLC  
P.O. Box 505614  
St. Louis, MO 63150-5614

4/11/24