



34

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 _____

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation:

Phone server died

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

1/22/24
Date



RECEIVED

JAN 22 2024

Invoice NAVARRO COUNTY AUDITOR'S OFFICE

Texas Voice & Data - Electrical Services
 TECL 21471
 P.O. Box 852665
 Mesquite, TX 75185
 Office Phone: 972-329-1800
 sales@texasvoicedata.com

Invoice Number: I240103391
 Invoice Date: 12/27/2023
 Payment Terms: Due On Receipt
 Invoice Amount: 875.00
 Created By: Scott Woodlee

Billing Address
 Navarro County
 601 N 13th St
 Corsicana, Texas 75110
 Office Phone: 903-654-3000

Shipping Address
 Navarro County
 Sales Tax Exempt 75-6001092
 Office Phone: 903-654-3000

JWR

Item #	Item Name	Quantity	Unit Price	Taxable	Total
2745	Emergency Service Call Calls were not being answered by the Voicemail system. I could not log into the computer that the voicemail system is on. When I arrived onsite, found out that the hard drive had crashed in the computer. Worked with Kevin and Max to program new computer. Set up computer to have software for Avaya Voicemail System Programed voicemail system on new computer Set up computer to have software for Avaya Manager to program phone system. Setup Logmein on the new computer to be able to log in remotely.	7.00	90.00		630.00
1630	Remote Programming - Avaya IP 500 Worked with different departments on voicemail recordings and auto attendants. Set up selector codes for new recordings. Emailed each department instructions on recording for their specific auto attendant. Redirected incoming phone lines for each department as needed. Tested	6.00	35.00		210.00
3960	Labor - Remote 11/15/23 Phone lines were down. Worked with AT&T to reboot PRI lines.	1.00	35.00		35.00