



Pct 1

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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

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300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110

Phone: (903) 654-3095

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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 NO P.O., They tried to get P.O 3 Days later

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

Additional explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date

RECEIVED

\*\*\* INVOICE \*\*\*

Warren Tire & Wheel  
331 East 7th Ave.  
Corsicana, TX 75110  
903-874-1144

JAN 29 2024

Invoice #: 39816  
Terms: Net 10th

Bill To:  
CUST #: 1728  
NAVARRO COUNTY PRCT 1  
300 W. 3RD COURTHOUSE  
CORSICANA, TX 75110  
CELL: 903-229-2260

Unit #: UNIT 13  
Vehicle: 2001 BACKHOE  
License: 1 / TX  
Mileage: In: 2 / Out: 2  
VIN #:  
PO #: UNIT 13

Item #	Size	Description	Slmn/Tech	Qty	FET	Parts	Labor	Extended
SERV	DIAGNOSTICS	SERVICE CALL/ YARD	TW /SS	1	0.00	0.00	65.00	65.00
FR	TIRE LABOR	FLAT REPAIR/RIGHT REAR 19.5-24	TW /SS	1	0.00	0.00	35.00	35.00
ML	MISC LABOR	MISC LABOR/DISMOUNT/MOUNT/PATC TUBE	TW /SS	1	0.00	0.00	95.00	95.00

Debit: 211-611-445 #65.00  
Desc: Unit 13 - Service Call  
PO#: 319101  
Invoice#: 39816  
Vendor#: 3233

Debit: 211-611-445 #130.00  
Desc: Unit 13 - Flat  
PO#: 319101  
Invoice#: 39816  
Vendor#: 3233

*per Lisa*  
*654.*  
*Said to use Unit # as the P.O.#*  
*This is incorrect*

Comments:  
THANK YOU FOR YOUR BUSINESS  
CONGRATULATIONS. WITH THIS PURCHASE YOU RECEIVE COMPLIMENTARY  
ROADSIDE ASSISTANCE FOR 1 YEAR.  
CUSTOMER IS RESPONSIBLE TO RECHECK ALL LUGNUTS AFTER PURCHASING  
AFTERMARKET WHEELS, SPACERS/ADAPTERS

Cash: 0.00      Check: 0.00  
Credit Card: 0.00      On Acct: 195.00  
  
Amount Tendered: \$195.00  
Total: - \$195.00  
Change: \$0.00

Name	Acct	Auth	Amount

Parts: 0.00  
Labor: 195.00  
Subtotal: 195.00  
Sales Tax: 0.00  

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Total: \$195.00

Customer Authorization: \_\_\_\_\_

