Pct 3   36

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

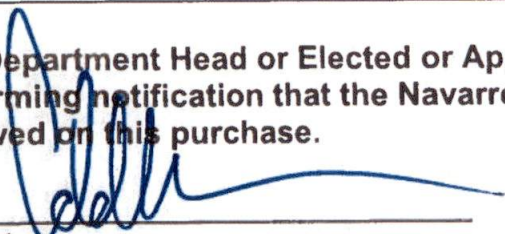The attached item is being returned for the following reasons:

- ☐ 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:

_____
_____
_____

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.

_____   1-4-24
Signature   **Date**

```
**************************************
     #37 ATWOODS of CORSICANA
       3500 WEST 7TH AVE
     CORSICANA, TX 75110-4823
         (903) 874-3200

12/12/23  2:11PM AC3779    568    SALE
--------------------------------------
8424316         12  EA     8.99 EA  N
DIESEL EXHAUST FLUID 2.5 GALL   107.88

SUB-TOTAL:$   107.88  TAX:  $      .00
                      TOTAL: $   107.88
CHARGE AMT:    107.88

Total Items:     12
```

```
==>> JRNL#      H44950    INV#  7718/37
      CUST NO:  2145
            Customer Copy
```

RECEIVED

DEC 18 2023

Name: X
BLAKE MADDOX
Acct:
PO#: 319087

NAVARRO COUNTY
AUDITOR'S OFFICE
NAVARRO CO PCT 5

```
   THANK YOU FOR SAVING AT ATWOODS
RECEIPT REQUIRED FOR RETURN OR  EXCHANGE
```

I certify under penalty of perjury that
my tax-exempt purchases are for use by a
government organization.

```
***   Sign up today & start saving  ***
***   Text SAVE to 580-324-3263     ***
***     to receive text messages    ***
```

Debit 213-613-321
Desc: Diesel Exhaust Fluial
PO#: NA
Invoice#: 7718/37
Vendor#: 5936