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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**

300 W 3<sup>rd</sup> 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.

W. A. Brewer  
Signature

2/7/24  
Date

*Warranty w 1*

J&C TRAILERS  
3052 fm 1839  
Corsicana Tx 75110

# INVOICE

## RECEIVED

FEB 07 2024

NAVARRO COUNTY  
AUDITORS OFFICE



NAVARRO COUNTY  
300 WEST 3RD AVE  
CORSICANA TX 75110

KIM SOUTHARD  
903-654-3030

**Invoice #** 0002250  
**Invoice Date** 02/05/2024  
**Due Date** 02/05/2024

Item	Description	Unit Price	Quantity	Amount
Product	6 LEAF SPRING	85.00	1.00	85.00
Product	U BOLT KIT	35.00	1.00	35.00
<b>Subtotal</b>				120.00
<b>Total</b>				120.00
<b>Amount Paid</b>				0.00
<b>Balance Due</b>				\$120.00

NOTES: OFFICE NUMER: 469-820-0031  
EMAIL: JOSESANDOVAL954@YAHOO.COM

Debit: 214-614-  
Desc: 6 leaf Spring, U Bolt Kit  
PO#: NA  
Invoice#: 0002250  
Vendor#: 8269