

Pct 1



Scanned, emailed to Natalie  
3/5/24 30

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  
Fax: (903) 654-3097

300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110  
e-mail: auditor@navarrocounty.org

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

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., Tried to get P.O after work was done.

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]  
Signature

3-5-24  
Date

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

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

RECEIVED

MAR 04 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

Invoice #: 40401  
Terms: Net 10th

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

Unit #: 3  
Vehicle: 2005 MACK 600  
BASE  
License: 1091162 / TX  
Mileage: In: 525151 / Out: 525151  
VIN #: 1M2AJ07Y45N002191  
PO #: 903-229-2260/ANDREW MARR

Item #	Size	Description	Slmn/Tech	Qty	FET	Parts	Labor	Extended
FR	TIRE LABOR	FLAT REPAIR/PASSENGER FRONT 11R22.5	TW /SS	1	0.00	0.00	35.00	35.00
BAL	TIRE LABOR	TIRE BALANCE/BEAD BAG	TW /SS	1	0.00	0.00	20.00	20.00
ML	MISC LABOR	MISC LABOR	TW /SS	1	0.00	0.00	50.00	50.00

Unit 3 - Labor \$50.00

Debit: 211-611-445  
Desc: Unit 3 - Repaired Tire  
PO#: NA  
Invoice#: 40401  
Vendor#: 3233 RT

\$55.00  
Thank you!

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	Name	Acct	Auth	Amount	Parts:	0.00
Credit Card:	0.00	On Acct:	105.00					Labor:	105.00
Amount Tendered:	\$105.00							Subtotal:	105.00
Total:	- \$105.00							Sales Tax:	0.00
Change:	\$0.00							Total:	\$105.00

Customer Authorization: Andrew Marr  
912-779-7711