

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Patty Wells, Assistant

Lisa Clay, Assistant

Jan Wise, Assistant

Krystal McCollum, Assistant

Terri Gillen, County Auditor

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

Corsicana, TX 75110

Phone: (903) 654-3095

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INTEROFFICE MEMO

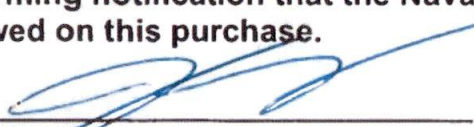
The attached item is being returned for the following reasons:

- 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 \_\_\_\_\_

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

Additional explanation: No PO#

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

3/7/24  
Date



200 North 13th, Suite 107, Corsicana, TX 75110  
 Office 903.641.7902 | Fax 903.641.7902  
 www.kp-graphics.com

# Invoice

**RECEIVED**

FEB 29 2024

NAVARRO COUNTY  
 AUDITOR'S OFFICE

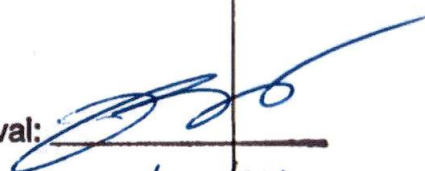
Date	Invoice #
2/26/2024	4653

<b>Bill To</b>
NAVARRO COUNTY 300 W. 3RD STREET CORSICANA, TX 75110

<b>Ship To</b>
NAVARRO COUNTY SHERRIFF'S DEPARTMENT 312 W. 2ND AVE ATTN: KIRSTEN BELL CORSICANA, TX 75110

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MELISSA BUTL...	Net 15	SK	2/26/2024	UPS	ARLINGTON, TX	021524-2

Quantity	Item Code	Description	Price Each	Amount
3	SERVICE	#10 WINDOW ENVELOPE- JUDGE JAMES LARGOMARSINO	170.00	510.00T
	FREIGHT		42.10	42.10T
		Sales Tax	0.00%	0.00

Approval:   
 Date: 2/27/24  
 Department: Dist Court  
 Line Item #: 101-435-310

**Total** \$552.10