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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

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

Corsicana, TX 75110

**Terri Gillen**, County Auditor

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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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

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**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**

3-12-2024  
**Date**

S. L. Smith Concrete LLC

# Invoice

2009 NW CR 3090  
Frost, TX 76641

101-568-574

Date	Invoice #
3/7/2024	1401-366


Bill To
Navarro county Emergency Management

Due Date
3/7/2024

## RECEIVED

MAR 08 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

Item	Description	Amount
0019 select fill pad saw cutting Roller rental		6,990.00 1,200.00 900.00
	<p><u>Concrete Prep work</u> Emergency Management Building</p> <p>TRAVIS DEMPSEY</p> 	

<b>Total</b>	\$9,090.00
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