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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 \_\_\_\_\_

RECEIVED

MAR 18 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

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 on file

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.

Morris Steward

03/18/24

Signature

Date

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

RECEIVED

Invoice

MAR 12 2024

NAVARRO COUNTY  
 AUDITOR'S OFFICE

Telephone: 800-845-0405

Invoice No.	885939
Customer No.	NAVARROCO

**Bill To**

**Ship To**

NAVARRO COUNTY SHERIFF OFFICE  
 300 WEST 3RD AVE  
 SUITE 4  
 CORSICANA, TX 75110

(For Pickup - FTWO)  
 FORT WORTH  
 800 Railhead Road  
 Suite 344  
 Fort Worth, TX 76106

RECEIVED

MAR 14 2024

NAVARRO COUNTY  
 AUDITOR'S OFFICE

Contact: KRYSTAL MCCOLLUM  
 Telephone: 903-654-3095  
 E-mail: KMCCOLLUM@NCSOTX.ORG

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
12/26/23	12/20/23	513427	Lt. Keith Lewis		NET30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
FTWO	GROUND SHIPMENT	PPAY & ADD TO INVOICE	RYAN GARRETT FORT	75-6001092	

Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO U of M: EACH 2021 Tahoe Unit # 2125 VIN # MR478702 mr478702	0.0000	0.00
1	1	N	LABOR U of M: EACH LABOR DIAGNOSE LIGHTS NOT WORKING ON TAHOE CAUSED BY CAMERA SYSTEM INSTALLERS	300.0000	300.00

**Remit To: Dana Safety Supply, Inc.  
 P.O. Box 117297  
 Atlanta, GA 30368-7297**

*Delra Kelley 3/13/24*

- \* All Return Merchandise Requires Prior Approval.
- \* Return Merchandise can be subject to a 20% restocking charge.
- \* Claims against this Invoice for Price and/or Quantity must be filed in writing within 30 days of Invoice date.
- \* A Finance Charge of 1.5% per month (18% annual rate) will be added to all invoices that are 30 days beyond the invoice date.

Print Date	03/12/24
Print Time	02:40:35 PM
Page No.	1

Total Paid	0.00
Balance Due	300.00
Due Date	01/25/24

Subtotal	300.00
Freight	0.00
<b>Invoice Total</b>	<b>300.00</b>

Printed By: Janet Mazbough