



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  
Phone: (903) 654-3095

300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110

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:

PO was closed prior to purchase  
New PO was not opened due to business moving to  
Herens

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  
Signature

4-5-24  
Date



RECEIVED

OPEN HARDWARE  
222 E. Commerce St  
Corsicana, TX 75110  
903-874-2200  
hdwman@sbcglobal.net

Invoice: 34 NAVARRO COUNTY  
Drawer: 01 AUDITOR'S OFFICE  
Employee: SHUMARA Date: 04/02/2024  
Time: 10:11:23 AM

Charge  
SHERIFF DEPT  
NAVARRO CO AUDITOR'S OFFICE  
300 W. 3RD AVE SUITE 4  
CORSIANA, TX 75110-4672

Qty.	Description	Price	Extended
Exm. UOM	Disc		
1	415901 BRASS ESC PINS 1X1 Item-6282461		
Y PK	20	\$12.99	\$10.39
1	93650 12OZ FIRE ANT KILLE Item-6964597		
Y EA	20	\$8.69	\$6.95
2	SPONGE SNOOPR 4X2-3/4X1IN Item-3307840		
Y EA	20	\$3.29	\$5.26
1	BRUSH WHEEL 1/4IN SHNK FN 3IN Item-7197602		
Y CD	20	\$5.99	\$4.79
1	SANDPAPER AL OXD 100GRT 9X11IN Item-3306644		
Y PK	20	\$4.59	\$3.67
	Subtotal:		\$31.06
	Tax (8.250):		\$0.00
	<b>Total:</b>		<b>\$31.06</b>

RECEIVED

APR 04 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

4/9 - The original was sent over on 4/5 along with the original intro office memo signed by the Chief.

*Amak*

RECEIVED

APR 10 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE



OWEN HARDWARE  
 222 N. Commerce St.  
 Corsicana, TX 75110  
 903-874-2200  
 hdwman@sbcglobal.net

Invoice: 34874



Drawer: 01

Employee: SHUMARA

Date: 04/02/2024

Time: 10:11:23 AM

Charge

SHERIFF DEPT  
 NAVARRO CO AUDITOR'S OFFICE  
 300 W. 3RD AVE SUITE 4  
 CORSICANA, TX 75110-4672

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Exm.	UOM	Diso.	
1	415901 BRASS ESC PINS 1X1 Item-6282461		
Y	PK 20	\$12.99	\$10.39
1	93650 12OZ FIRE ANT KILLE Item-6964597		
Y	EA 20	\$8.69	\$6.95
2	SPONGE SNDPPR 4X2-3/4X1IN Item-3307840		
Y	EA 20	\$3.29	\$5.26
1	BRUSH WHEEL 1/4IN SHNK FN 3IN Item-7192602		
Y	CD 20	\$5.99	\$4.79
1	SANDPAPER AL OXD 100GRT 9X11IN Item-3306644		
Y	PK 20	\$4.59	\$3.67
		Subtotal:	\$31.06
		Tax (8.250):	\$0.00

**Total: \$31.06**

Tendered: \$0.00

Change: \$0.00

Total Savings: \$ 7.78

Thank You-We appreciate your Business!

We are happy to serve you!

Charge Terms

*Alice Kelly* 4/2/24

*RSS 182*

GANTT, RYAN

City / County or Agricultural Exemption



RECEIVED

APR 11 2024

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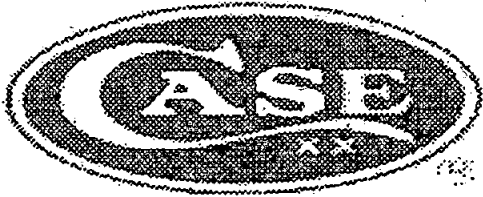
Additional explanation:

Old BPO closed when purchased was made
It was decided not to open another BPO due to Business moving to Kerens Tx

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
Signature

4-11-24
Date



OWEN HARDWARE  
 222 N. Commerce St.  
 Corsicana, TX 75110  
 903-874-2200  
 hdwman@sbcglobal.net

Invoice: 34873



Drawer: 01

Employee: SHUMARA Date: 04/02/2024

Time: 10:01:29 AM

Charge

SHERIFF DEPT  
 NAVARRO CO AUDITOR'S OFFICE  
 300 W. 3RD AVE SUITE 4  
 CORSICANA, TX 75110-4672

Qty.	Description	Price	Extended
1	THINNER DENATURED ALCOHOL QT Item-6491443		
Y QUA 20		\$8.99	\$7.19
3	13110 SGL EDGE RAZOR BLAD Item-6573182		
Y CD 15		\$2.79	\$7.11
	Subtotal:		\$14.30
	Tax 8.25%:		\$0.00
	<b>Total:</b>		<b>\$14.30</b>
	Tendered:		\$0.00
	Change:		\$0.00

Total Savings \$ 3.06

Thank You-We appreciate your Business!

We are happy to serve you!

*Debra Kelly 4/5/24*

Charge Terms

*[Signature]*

RECEIVED  
 APR 11 2024  
 NAVARRO COUNTY  
 AUDITOR'S OFFICE