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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 3rd Ave., Suite 4

Corsicana, TX 75110

Phone: (903) 654-3095

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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

APR 10 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

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

4/09/24
Date

Huffman Communications Sales, Inc.

Sales Invoice

903.872.6032 Fax
 P.O. Box 1753
 Corsicana, Texas 75151

DATE	INVOICE NO.
3/28/2024	40948

BILL TO
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

SHIP TO
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
	Net 30	SCH	3/28/2024			

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Labor Tech 2	Hourly Labor - Technician Level 2 Services Repair choppy receive audio on Dispatch Console Position# 2. Normal reboot/restart procedures did not resolve problem. Swapped primary and backup Central System Controller, restarted primary and backup Ethernet switches, problem persisted. Swapped Media Dock of Position #2 with that of Position #4, problem resolved. Work requested by Melanie Cagle	1.5	100.00	150.00
<div data-bbox="1023 1042 1347 1276" data-label="Text"> <p>RECEIVED APR 10 2024 NAVARRO COUNTY AUDITOR'S OFFICE</p> </div>				
<div data-bbox="178 1340 1510 1510" data-label="Text"> <p><i>4/3/24 Emergency Break down of dispatch Console in middle of day per Captain Cagle</i></p> </div>				
<div data-bbox="324 1766 1023 1915" data-label="Text"> <p><i>Debra Kelley 4/3/24</i></p> </div>				

Thank you for your business.	Total	\$150.00
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