



RECEIVED ²⁴

NAVARRO COUNTY AUDITOR'S OFFICE

APR 12 2024

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
Fax: (903) 654-3097

Terri Gillen, County Auditor
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

RECEIVED

MAY 01 2024

NAVARRO COUNTY AUDITOR'S OFFICE

- 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 Requested for May Election

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]
Signature

4/24/24
Date



Election Systems & Software,
 LLC
 6055 Paysphere Circle
 Chicago, IL 60674
 (877) 377-8683



Invoice

Invoice Date
3/29/24
 Order Date
3/27/24
 Customer Number
35699
 Customer's PO No
Layout

Terms of Payment
30 Days Net
 Order Number
177301

ORIGINAL

Invoice Number
CD2082794
 Election Date
05/04/2024
 Page
1 (1)

Invoice Address
 NAVARRO COUNTY, TEXAS
 PO BOX 1018
 CORSICANA TX 75151-1018

Delivery Address
 Navarro County, Texas
 601 N 13th St
 Ste 3
 Corsicana, TX 75110

RECEIVED

APR 05 2024

RECEIVED

MAY 01 2024

**NAVARRO COUNTY
 AUDITOR'S OFFICE**

**NAVARRO COUNTY
 AUDITOR'S OFFICE**

Sales

Pos	Description	Sales Qty	Unit	Price	Disc %	Tax %	Net Amount
1	Publication Ballot Creation	1.00	EA	215.000	0.00	0.00	215.00
2	Layout Charge: 1 to 500 Faces	53.00	EA	43.500	0.00	0.00	2,305.50

Sub Total Amount 2,520.50

SURCHARGE 189.04

Admin Collection Surcharge
 *The Administrative Collection Surcharge may be deducted from the payment of this invoice if remittance is received within 45 days of invoice date.

Total Exclusive Tax 2,709.54

Total Tax 0.00

Invoice Amount 2,709.54

Customer Number 35699	Invoice Number CD2082794	INVOICE AMOUNT 2,709.54	Election Systems & Software ABA Routing No: 071000039 Account No: 5800923558
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TX: Texas
PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.



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Budget Account Number (Line Item) is missing - Acct #
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Other

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Additional explanation:

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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

Date 4/24/24



Election Systems & Software,
 LLC
 6055 Paysphere Circle
 Chicago, IL 60674
 (877) 377-8683



Invoice

Invoice Date 3/27/24
 Order Date 3/27/24
 Customer Number 35699
 Customer's PO No Audio

Terms of Payment 30 Days Net
 Order Number 177205

ORIGINAL

Invoice Number CD2082461
 Election Date 05/04/2024
 Page 1 (1)

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Invoice Address
 NAVARRO COUNTY, TEXAS
 PO BOX 1018
 CORSICANA TX 75151-1018

Delivery Address
 Navarro County, Texas
 601 N 13th St
 Ste 3
 Corsicana, TX 75110

APR 05 2024

NAVARRO COUNTY
 AUDITOR'S OFFICE

RECEIVED

MAY 01 2024

NAVARRO COUNTY
 AUDITOR'S OFFICE

Sales

Pos	Description	Sales Qty	Unit	Price	Disc %	Tax %	Net Amount
1	Audio: Ballot Faces	53.00	EA	18.750	0.00	0.00	993.75
2	Audio: Ballot Faces	53.00	EA	18.750	0.00	0.00	993.75
3	Audio: Contests/Issues	23.00	EA	19.750	0.00	0.00	454.25
4	Audio: Contests/Issues	23.00	EA	19.750	0.00	0.00	454.25
5	Audio: Candidates/Yes-No	65.00	EA	12.500	0.00	0.00	812.50
6	Audio: Candidates/Yes-No	65.00	EA	12.500	0.00	0.00	812.50
7	Audio: Language Set-Up English	1.00	EA	415.000	0.00	0.00	415.00
8	Audio: Language Set-up Spanish	1.00	EA	415.000	0.00	0.00	415.00

Sub Total Amount 5,351.00

SURCHARGE 401.33

Admin Collection Surcharge
 *The Administrative Collection Surcharge may be deducted from the payment of this invoice if remittance is received within 45 days of invoice date.

Total Exclusive Tax 5,752.33

Total Tax 0.00

Invoice Amount 5,752.33

Customer Number	Invoice Number	INVOICE AMOUNT	Election Systems & Software
35699	CD2082461	5,752.33	ABA Routing No: 071000039
			Account No: 5800923558

TX: Texas
 PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT. THANK YOU.