



RECEIVED 25

APR 19 2024

NAVARRO COUNTY AUDITOR'S OFFICE

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 3rd 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:

- X 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
X 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 not requested before purchase.

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 4-19-24

# GreenWorx Printing

Award-Winning Print & Graphic Design Solutions Since 1975

316 NORTH MAIN STREET • CORSICANA, TEXAS 75110-4626 • PHONE 903-872-5922 • FAX 903-872-7721  
 www.greenworxprinting.com • email: mail@greenworxprinting.com

## Invoice

No: 58904

Date: 4/17/24

Customer P.O. #

Connie Livingston  
 Navarro County Courthouse-Attn:Auditors Office  
 300 W. 3rd Ave.  
 Corsicana TX 75110

RECEIVED

APR 18 2024

NAVARRO COUNTY  
 AUDITOR'S OFFICE

Quantity	Description	Amount
1,500	Envelopes - Office of Judge John Cabano - repeat, 4.125 x 9.5 White 24# --Printmaster® Digital #10 Window Side Seam 24T Wht Chip Box Wove, Black HD Waterproof/Laser Safe Imaging on 1 side	\$ 205.26
<p>RECEIVED</p> <p>APR 19 2024</p> <p>NAVARRO COUNTY AUDITOR'S OFFICE</p> <p><i>J. Cabano</i> 4-19-24</p>		
<p>Taken by: Heidi2</p> <p>Terms are "Net 20 Days" with pre-approved credit - otherwise terms are C.O.D. with deposit amount required at our sole discretion. All transactions are subject to our standard terms and conditions. Thank you for your business!</p>		<p>Customer Discount -\$ 30.79</p> <p>SUBTOTAL \$ 174.47</p> <p>TAX</p> <p>SHIPPING \$ 0.00</p> <p>DEPOSITS \$ 0.00</p> <p>TOTAL \$ 174.47</p> <p>AMOUNT DUE \$ 174.47</p>





RECEIVED

APR 18 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

## Departmental Purchase Requisition

Company GreenWorx Printing  
Address 316 North Main Street  
City Corsicana  
State/Province TX Zip/Postal Code 75110  
Country \_\_\_\_\_

Budget Number \_\_\_\_\_  
Request Date 04/17/2024  
Phone Number 903-872-5922  
Fax Number \_\_\_\_\_  
Contact Name \_\_\_\_\_

Stock No.	Description	Supplier	Quantity	Unit Cost	Amount
	Window Envelopes		1,500	205.26	
Comments			Total <u>205.26</u>		
			Customer Disc. <u>-30.79</u>		
			Shipping Charge		
			Grand Total <u>\$174.47</u>		

 4-19-24  
Authorized By Elected/Appointed Official

Date \_\_\_\_\_

Return To: Navarro County Auditor's Office  
300 West 3rd Avenue, Suite 10  
Corsicana, TX 75110

**Auditor Use Only**  
Vendor No: \_\_\_\_\_  
Purchase Order No: \_\_\_\_\_  
G/L Account No: \_\_\_\_\_  
Auditor Approval: \_\_\_\_\_