

Pc+1

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28

APR 24 2024

APR 25 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

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:

- 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 Used Blanket PO. Should have requested a P.O.

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation:

Horizontal lines for additional explanation

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 4/25/24

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APR 24 2024

NAVARRO COUNTY
AUDITOR'S OFFICE

#37 ATWOODS of CORSICANA
3500 WEST 7TH AVE
CORSICANA, TX 75110-4823
(903) 874-3200

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APR 25 2024

NAVARRO COUNTY
AUDITOR'S OFFICE

04/24/24 12:01PM NB3752	572	SALE

24754582	1 EA	149.99 EA N
TRIPLE BROW 18MP 3 PK		149.99
SUB-TOTAL:\$	149.99	TAX: \$.00
		TOTAL: \$ 149.99
CHARGE AMT:	149.99	

Total Items:1



==>> JRNL# I32167 INV# 7973/37
CUST NO: 2135
Customer Copy

Name: X
CHRIS MCKORMICK
Acct: NAVARRO CO PCT 1
PO#: 319085

THANK YOU FOR SAVING AT ATWOODS
RECEIPT REQUIRED FOR RETURN OR EXCHANGE

I certify under penalty of perjury that
my tax-exempt purchases are for use by a
government organization.

*** Sign up today & start saving ***
*** Text SAVE to 580-324-3263 ***
*** to receive text messages ***

#149.99

Debit: 211-611-321
Desc: Triple Brow 18MP
PO#: NA
Invoice#: 7973/37
Vendor#: 5936

RECEIVED

#37 ATWOODS of CORSICANA

3500 WEST 27TH 2024

CORSICANA, TX 75110-4623

NAVARRO COUNTY

AUDITOR'S OFFICE

04/24/24 12:01PM NB3752 572 SALE

24754582 1 EA 149.99 EA N
TRIPLE ERGW 18MP 3 PK 149.99

SUB-TOTAL:\$ 149.99 TAX: \$.00
TOTAL: \$ 149.99

CHARGE AMT: 149.99

Total Items:1



==>> JRNL# I32167 INV# 7973/37

CUST NO: 2135

Customer Copy

SECURITY GAME CAMERAS
FOR GATE/DUMPING

Name: X _____

CHRIS MCKORMICK

Acct: NAVARRO CO PCT 1

PO#: 319065

THANK YOU FOR SAVING AT ATWOODS
RECEIPT REQUIRED FOR RETURN OR EXCHANGE

I certify under penalty of perjury that
my tax-exempt purchases are for use by a
government organization.

*** Sign up today & start saving ***
*** Text SAVE to 580-324-3263 ***
*** to receive text messages ***