### RECEIVED

APR 2 4 2024



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APR 2 5 2024

#### NAVARRO COUNTY AUDITOR'S OFFICE AVARRO COUNTY AUDITOR'S OFFICE AUDITOR'S OFFICE

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

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

Krystal McCollum, Assistant Kari Davis, Purchasing Assistant Fax: (903) 654-3097

e-mail: auditor@navarrocounty.org

#### **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 n

Other Used BlanketPO. Should have requested

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

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

4/25/24

Natalie Robinson, First-Assistant

Patty Mosley, Assistant Lisa Clay, Assistant Vicki Lewis, Assistant

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NAVARRO COUNTY

AUDITOR'S OFFICE

3500 WEST 7TH AVE CORSICANA, TX 75110-4823 (903) 874-3200 APR 2 4 2024 04/24/24 12:01PM NB3752

24754582	1	EA 1	49.99	EA	N
TRIPLE BROW	18MP 3 PK			149.	99
SUB-TOTAL:\$	149.99	TAX:	\$		00
		TOTAL:	Ş	149.	99
CHARGE AMT:	149.99	9			

Total Items:1

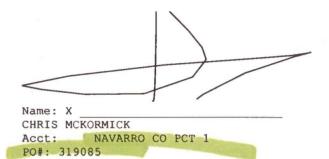


\*\*\*\*\*\*\* #37 ATWOODS of CORSICANA

572

SALE

==>> JRNL# INV# 7973/37 132167 CUST NO: 2135 Customer Copy



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.

* 1	k	Sign up toda	ay	& star	ct sav	ing	* * *
* 1	k	Text SAVE	to	580-3	324-32	63	* * *
* 1	k	to receiv	ve	text r	nessag	es	* * *



Debit: 211-611-32 Triple Brou Desc: PO#: Invoice#: 9 Vendor#:59

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NAVARRO COUNTY AUDITOR'S OFFICE

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#### #37 ATWOODS of CORSILANA 3500AWBST27JH 2024 CORSICANA, TX 75110-4823 NAV408R97450200NTY AUDITOR'S OFFICE

04/24/24 12:01PM NB3752 572 SALE 24754582 1 EA 149.99 EA N TRIPLE ERCW 18MP 3 PK 149.99 SUB-TOTAL : \$ 149.99 TAX: \$ .00

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/DUMPINUL

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

THANK YOU FOR SAVING AT ATWOODS RECEIPT REQUIRED FOR RETURN OF EXCHANCE

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 \*\*\*

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