

Pct 2

29

RECEIVED



APR 25 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 300 W 3rd Ave., Suite 4 Corsicana, TX 75110
Phone: (903) 654-3095 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 No PO 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:

Blank 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



CORRESPONDENCE TO
PO BOX 2493
FT WORTH, TX 76113-24

ORIGINAL COPY

REORDERS CALL # 1-800-527-9929
FAX # 1-972-438-0634
WWW.CERTIFIEDLABS.COM

Remittance Address

CERTIFIED LABORATORIES
PO BOX 971269
DALLAS, TX 75397-1269

RECEIVED

Sold To
Attn: TYRONE BAILEY

Ship To
Attn: TYRONE BAILEY

As of 12/1/23 we
will impose a surcharge
of 3% when paying
by credit card, which
is not greater than our
cost of acceptance

NAVARRO COUNTY PCT 2
907 NW 2ND ST
KERENS TX 75144

APR 24 2024
NAVARRO COUNTY
AUDITOR'S OFFICE

NAVARRO COUNTY PCT 2
907 NW 2ND ST
KERENS TX 75144

RECEIVED
APR 25 2024
NAVARRO COUNTY
AUDITOR'S OFFICE

Customer No.	Billing Date	Terms	Due Date	Ship Date	Sales Order	
1135590	07-NOV-23	10 NET	17-NOV-23	07-NOV-23	6043615 G	
Invoice No.	Purchase Order No.		Sales Rep. No.	Sales Rep. Name		
8455515			USCL616A	HERNANDEZ, Mr. ARMANDO V (MONDO)		
Product	Qty Ordered	Description	Packaging	Qty Billed	Unit Price	Amount
12094177	1	FUEL SURCHARGE, CL	EA	1.00	9.95	9.9
12061187	1	FREE AEROSOL, DZ, NAC CL	DZ	1.00	100.00	100.0

\$100.00

\$9.95

Debit: 212-612-321
Desc: Free Aerosol
PO#: NA
Invoice#: 8455515
Vendor#: 2307

Debit: 212-612-321
Desc: Fuel Surcharge
PO#: NA
Invoice#: 8455515
Vendor#: 2307

Merchandise	State Tax	Local Tax	** Shipping	Split Inv. No.	Currency	Total Amount
109.95	0.00	0.00	0.00		USD	109.95

TX Tax ID # 1-75-0457200-3 Federal ID # 75-0457200

CERTIFIED LABORATORIES, DIVISION OF NCH CORPORATION . ALL RETURNS CLAIMS FOR ERRORS, OR ADJUSTMENTS OF ANY KIND MUST BE MADE WITHIN 15 DAYS AFTER RECEIPT OF GOODS. MERCHANDISE NOT ACCEPTED FOR CREDIT WITHOUT OUR PRIOR WRITTEN CONSENT. ** DISTRIBUTION SERVICES INCLUDE SHIPPING & HANDLING CHARGES - F.O.B. IRVING .

Please MAIL WITH PAYMENT

TO ENSURE PROPER CREDIT PLEASE DETACH THIS STUB AND RETURN WITH YOUR REMITTANCE
MAKE CHECKS PAYABLE ONLY TO CERTIFIED LABORATORIES



Customer Acct. No.	Invoice No.	Amount Due	Amount Paid	Currency
1135590	8455515	109.95		USD

Sold To
NAVARRO COUNTY PCT 2
907 NW 2ND ST
KERENS TX 75144

Make Checks Payable To
CERTIFIED LABORATORIES
PO BOX 971269
DALLAS, TX 75397-1269

Address Changes or Comments
A/P Email Address :