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31

APR 23 2024

NAVARRO COUNTY AUDITOR'S OFFICE

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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 Helmcamp did not Bid. Requires 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:

RUNNING FROM MEMORY - DIDNT CHECK THE BID SHEET

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

4-23-24
Date

HMAT
HELMCAMP MATERIALS
 4120 W US HWY 79
 PO BOX 456
 BUFFALO, TX 75831

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NAVARRO COUNTY
 AUDITOR'S OFFICE

Invoice RECEIVED

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PO No.
 NAVARRO COUNTY
 Auditor's Office

Invoice Date	Invoice #
4/19/2024	8068
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Bill To:

Account ID: 8500
 NAVARRO CO

Ship To:

Order ID: 647
 PRECINCT 3

Description (Ticket, Date and Material)	Quantity	Unit \$	Material \$	Delivery \$	Misc \$	Line Total
138122 04/17/2024 2" BASE <i>SW2190</i>	24.19	\$10.50 /tn	\$254.00	\$0.00	\$0.00	\$254.00
138174 04/18/2024 2" BASE <i>RSP</i>	22.64	\$10.50 /tn	\$237.72	\$0.00	\$0.00	\$237.72
138184 04/18/2024 2" BASE <i>RSP</i>	22.21	\$10.50 /tn	\$233.21	\$0.00	\$0.00	\$233.21
138201 04/18/2024 2" BASE <i>RSP</i>	22.99	\$10.50 /tn	\$241.40	\$0.00	\$0.00	\$241.40
Total: 2" BASE	92.03	10.50 /tn	966.33	0.00	0.00	966.33

Debit: 213-613-376
 Desc: SW2190
 PO#: NA
 Invoice#: 8068
 Vendor#: 7691

Sub Totals	\$966.33	\$0.00	\$0.00	\$966.33
Tax Total				\$0.00
Balance Due				\$966.33

Due & Payable in Leon County, Texas