



emailed 18
5/9/24

RECEIVED

MAY 08 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 _____

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

Additional explanation:

No PD. Unit was already @ K+S before PO request
Also, we are only using K+S for flats + oil change

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

05/09/2024
Date



RECEIVED

MAY 08 2024

NAVARRO COUNTY AUDITOR'S OFFICE

Departmental Purchase Requisition

Company K&S Tire Service, INC
Address 1310 N BUS. 45
City CORSICANA
State/Providence TX Zip/Postal Code 75110
Country USA

Budget Number 101-560-445
Request Date Tuesday, May 7, 2024
Phone Number 903-872-0745
Fax Number 903-872-3363
Contact Name

Table with columns: Stock No., Supplier, Quantity, Unit Cost, Amount. Rows include: Unit 2018 - A Hollifield, Replace front Struts, Parts (1, 1,300.00, 1,300.00), Labor (1, 112.50, 112.50), Grand Total 1,412.50.

Morris Steward
Authorized by Elected/Appointed Official

Date 5/7/2024

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:

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE
84374

INVOICE

Printed Date: 05/06/2024 Work Completed: 05/06/2024

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2020 Chevrolet - UNIT#2018 -
 Lic # : 1425908 Odometer In : 80793
 Unit # : #2018
 VIN # : 1GNLCDEC4 LR275408

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
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STRUT ASSEMBLY SK3354	2.00	650.00	1,300.00	REPLACED FRONT STRUTS ***** PO# *****	112.50
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Monis Steward
 5/13/24

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	112.50
Parts:	1,300.00
SubTotal:	1,412.50
Tax:	0.00
Total:	1,412.50
Bal Due:	\$1,412.50

[Payments -]

Vehicle Received: 5/8/2024

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____



RECEIVED

MAY 13 2024

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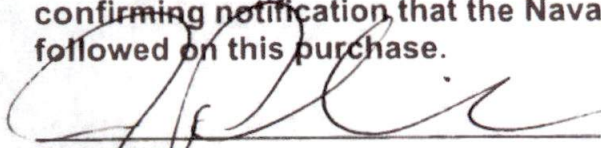
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- Other _____

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

Additional explanation:

No PO Obtained. Unit was already @ KTS.

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

05/13/2024
Date

K & S TIRE TOWING AND RECOVERY, INC.
 1310 N. BUSINESS 45
 CORSICANA, TX. 75110
 Phone: 903-872-0745 Fax: 903-872-3363

INVOICE
84395

INVOICE

Printed Date: 05/10/2024 Work Completed: 05/10/2024

NAVARRO COUNTY SHERIFF - Keith
 312 W 2ND AVE.
 CORSICANA, TX 75110
 Office 903-654-3001 DISP Keith Lewis 903-654-4048
 Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2023 CHEVROLET TAHOE - UNIT#2329 - 5.3 L , V-8
 Lic # : 1556212 Odometer In : 6534
 Unit # : 2329
 VIN # : 1GNSCLED1 PR285334

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER PF63E	1.00	8.00	8.00	SERVICE	15.00
10W30 SYNTHETIC ENGINE OIL per qt	8.00	9.33	74.64	Changed Motor Oil & Replaced Filter, Replaced with synthetic oil , Lube Chassis, Check all Fluid Levels	
				TIRE ROTATION	30.00
				***** PO# *****	

Moss Steward
 5/13/24

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	45.00
Parts:	82.64
SubTotal:	127.64
Tax:	0.00
Total:	127.64
Bal Due:	\$127.64

[Payments -]

Vehicle Received: 5/10/2024

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____