



19

RECEIVED

MAY 16 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:

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 5/16/2024

1540 Rice Rd., Suite 100 Tyler, TX 75703
 P: 1.800.346.4576

INVOICE

RECEIVED

MAY 10 2024

NAVARRO COUNTY
 AUDITOR'S OFFICE

Invoice Number: AR41999
Invoice Date: 5/9/2024
Account Number: NC04
Balance Due: \$145.99

Bill To: Navarro County District Attorney
 300 W. 3rd Ave
 Suite 103
 Corsicana, TX 75110

Ship To: Navarro County District Attorney
 300 W. 3rd Ave
 Suite 203
 Corsicana, TX 75110

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NAVARRO COUNTY
 AUDITOR'S OFFICE

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Due
		DL	Due on receipt	5/9/2024

Remarks	Sales Person
	Janet Loflin

Item No	Description	Serial No	Order	Ship	BkO	UM	Price	Disc	Amount
106R03500	VersaLink C400/C405 Black Standard Capacity Toner Cartridge (2,500 Yield)		1.0	1.0	0.0	Each	\$125.99		\$125.99
Shipping/Handling	Shipping/Handling Charge		1.0	1.0	0.0	Each	\$20.00		\$20.00

Thank you for your business!

Remit to Address:
 PO Box 308
 Athens, TX 75751

Web Site:
 DocumentSolutionsHQ.com



Subtotal	\$145.99
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
Invoice Total	\$145.99
Balance Due	\$145.99