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NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Patty Mosley, Assistant

Lisa Clay, Assistant

Vicki Lewis, Assistant

Krystal McCollum, Assistant

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Terri Gillen, County Auditor

300 W 3rd Ave., Suite 4

Corsicana, TX 75110

Phone: (903) 654-3095

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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 Did not request PO

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.

Debb R
Signature

5-22-21
Date

*** INVOICE ***

RECEIVED

MAY 16 2024

Warren Tire & Wheel
331 East 7th Ave.
Corsicana, TX 75110
903-874-1144



Invoice #: 41778

Terms: Net

NAVARRO COUNTY
AUDITOR'S OFFICE

Bill To:
CUST #: 1730
NAVARRO COUNTY PRECINT #2
300 WEST 3RD
CORSIANA, TX 75110
BUSINESS: 903-654-3030

Unit #:
Vehicle: WATER TANK WATER TANK
License: WATER TANK / TX
Mileage: In: 1 / Out: 1
VIN #:
PO #: ~~319-111~~

Did not Request

Item #	Size	Description	Slmn/Tech	Qty	FET	Parts	Labor	Extended
WD1224	ST175/80R13	SUTONG HI RUN TRLR [BW] [91/87] [L] 161 DOT#: 15YJENRDO 4923 DOT#: 15YJENRDO 4923	TW /BJM	2	0.00	44.95	0.00	89.90
TM	TIRE LABOR	TIRE MOUNT	TW /BJM	2	0.00	0.00	30.00	60.00
DISP	DISPCAL	TIRE DISPOSAL	TW /BJM	2	0.00	0.00	0.00	0.00

Debit: 212-612-445
Desc: _____
PO#: _____
Invoice#: _____
Vendor#: _____

26-05

Robert

Comments:
THANK YOU FOR YOUR BUSINESS
CONGRATULATIONS. WITH THIS PURCHASE YOU RECEIVE COMPLIMENTARY
ROADSIDE ASSISTANCE FOR 1 YEAR.
CUSTOMER IS RESPONSIBLE TO RECHECK ALL LUGNUTS AFTER PURCHASING
AFTERMARKET WHEELS, SPACERS/ADAPTERS

Cash: 0.00 Check: 0.00
Credit Card: 0.00 On Acct: 149.90

Amount Tendered: \$149.90
Total: - \$149.90
Change: \$0.00

Name	Acct	Auth	Amount

Parts: 89.90
Labor: 60.00
Subtotal: 149.90
Sales Tax: 0.00

Total: \$149.90

Customer Authorization: Robert Baude