

RECEIVED



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MAY 29 2024

NAVARRO COUNTY AUDITOR'S OFFICE

JUN 05 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  
Phone: (903) 654-3095

300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110  
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 Requested PO After Purchased (No 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.

\_\_\_\_\_  
Signature

6-5-24  
\_\_\_\_\_  
Date

John Paul Plemons  
8445 NW CR 4470  
Blooming Grove, TX 76626

RECEIVED

MAY 29 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

INVOICE NO. 1001

DATE 4-10-24

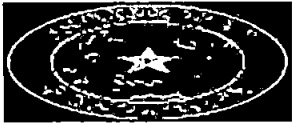
| BILL TO   | SHIP TO | INSTRUCTIONS |
|---|---------|--------------|
| Eddie Moore<br>Navarro County Pct. 3<br>Corsicana, TX 75110 |         |              |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL   |
|----------|-------------|------------|---------|
| 1        | GT Spreader |            | 1000.00 |

Debit: 213-613 320  
Desc: GT Spreader  
PO#: NA  
Invoice#: 1001  
Vendor#: 8322

|                     |                |
|---------------------|----------------|
| SUBTOTAL            | 1000.00        |
| SALES TAX           | -              |
| SHIPPING & HANDLING | -              |
| <b>TOTAL DUE</b>    | <b>1000.00</b> |

Thank you for your business!



Lisa Clay <lclay@navarrocounty.org>

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## Invoice for Pct 3

7 messages

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Lora Plemons <lora@legacybulk.com>  
To: "lclay@navarrocounty.org" <lclay@navarrocounty.org>

Wed, May 29, 2024 at 8:47 AM

Good morning! Here is the copy of our invoice. I told John Paul about the purchase order and he will reach out to Eddie, so hopefully that will come in as well.

Thanks ;)

Lora

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 Inv 1001 - Pct 3 GT spreader.pdf  
130K

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Lisa Clay <lclay@navarrocounty.org>  
To: Lora Plemons <lora@legacybulk.com>

Wed, May 29, 2024 at 8:48 AM

Thank you for the invoice. Eddie has already received the equipment, correct?

[Quoted text hidden]

--  
Thank you  
Lisa Clay, Assistant  
Navarro County Auditor's Office  
300 W 3rd Ave Ste 4  
Corsicana, TX 75110  
Phone: 903-654-3096  
Fax 903-654-3097

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Lora Plemons <lora@legacybulk.com>  
To: Lisa Clay <lclay@navarrocounty.org>

Wed, May 29, 2024 at 9:03 AM

No, he has not taken delivery yet

[Quoted text hidden]

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Lisa Clay <lclay@navarrocounty.org>  
To: Lora Plemons <lora@legacybulk.com>

Wed, May 29, 2024 at 9:04 AM

Great thank you!

[Quoted text hidden]

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Lisa Clay <lclay@navarrocounty.org>  
To: Lora Plemons <lora@legacybulk.com>

Wed, May 29, 2024 at 9:17 AM

Since he has not taken possession and we just issued the purchase order today, can you resubmit another invoice with a current date? Do you have a day when he is picking up the equipment?

[Quoted text hidden]

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Lora Plemons <lora@legacybulk.com>  
To: Lisa Clay <lclay@navarrocounty.org>

Wed, May 29, 2024 at 1:21 PM

~~Hey, I was mistaken, he HAS taken delivery.~~

Sorry for the confusion,

Lora

]

[Quoted text hidden]

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**Lisa Clay** <lclay@navarrocounty.org>  
To: Lora Plemons <lora@legacybulk.com>

Wed, May 29, 2024 at 1:28 PM

Ok then I do not need another invoice. Thank you.

[Quoted text hidden]