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NAVARRO COUNTY AUDITOR'S OFFICE

MAY 31 2024

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 _____

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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 before purchase was made

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

6/6/24



403 Bendito Way, Marble Falls, TX 78654
 Office 903-602-6003
 www.kp-graphics.com

Invoice

Date	Invoice #
5/30/2024	4714

Bill To
NAVARRO COUNTY 300 W. 3RD STREET CORSICANA, TX 75110

Ship To
NAVARRO COUNTY SHERRIFF'S DEPARTMENT 312 W. 2ND AVE ATTN: KIRSTEN BELL CORSICANA, TX 75110

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NAVARRO COUNTY
 AUDITOR'S OFFICE

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MELISSA BUTL...	Net 15	SK	5/30/2024	UPS	ARLINGTON, TX	052324-1

Quantity	Item Code	Description	Price Each	Amount
3	SERVICE	#10 WINDOW ENVELOPE- JUDGE JAMES LARGOMARSINO	170.00	510.00T
	FREIGHT		44.12	44.12T
		Sales Tax	0.00%	0.00

→ Lagomarsino

Approved assuming last name is spelled correctly

Approval: 
 Date: 5/30/24
 Department: Dist Court
 Line Item #: 101-435-310

Total \$554.12