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RECEIVED

NAVARRO COUNTY AUDITOR'S OFFICE

JUN 13 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  
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 \_\_\_\_\_

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. obtained*  
*Not sure how it got added to the wrong P.O. .. unless it was added and didn't come with the original order. Thanks - JBT*

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]*  
Signature

*6/13/2024*  
Date

**Government Forms & Supplies**  
County and Municipal Solutions

P.O. Box 3290  
Sioux City, Iowa 51102  
(844) 224-3338  
Accounting (800) 325-8094 Ext. 123  
Fax (712) 224-3332

**INVOICE** DATE **02/15/2024** NUMBER **0346132**

PLEASE PAY FROM THIS INVOICE AND INCLUDE INVOICE NUMBER ON REMITTANCE ▲

REMIT TO: **GOVERNMENT FORMS AND SUPPLIES**  
P.O. BOX 3290  
SIOUX CITY, IA 51102-3290

SHIP DATE: **02/06/2024**  
TERMS: **Net 30 Days**

**COPY**

SOLD TO: **Navarro Co District Clerk**  
**PO Box 1439**  
**Corsicana, TX 75151**

SHIP TO: **Navarro Co District Clerk**  
**300 W 3rd**  
**Suite 201**  
**Corsicana, TX 75110**

SALESMAN	CUSTOMER ORDER NO.	JOB NO.	FOB POINT	SHIPPED VIA	
Taylor Strauss	319888	047207	Plant	Bestway	
ITEM CODE	QUANTITY	DESCRIPTION	UNIT PRICE	UNIT	EXTENSION
SUMMJRYDPN	3,000	Jury Summons District Court Pink Paper	260.00	M	780.00
		<i>Josh, I did some research + no PO was assigned for this. The one that was paid (319888) was a different job #</i>			48.99
					.00

Please examine all shipments carefully upon **ARRIVAL**. All return requests must be made within 30 days of dated invoice. There will be a 15% restocking charge for all stock items returned when error is not due to our negligence.

**PAY THIS AMOUNT**  
**828.99**

▲ PLEASE DETACH THIS RECEIPT ALONG PERFORATION ▲

REMIT TO: **GOVERNMENT FORMS AND SUPPLIES**  
P.O. BOX 3290  
SIOUX CITY, IA 51102-3290

SOLD TO:

668666  
Navarro Co District Clerk  
PO Box 1439  
Corsicana, TX 75151

**PLEASE ENCLOSE THIS REMITTANCE RECEIPT WITH YOUR PAYMENT**

Invoice Number	0346132
Invoice Date	02/15/2024
Invoice Total	828.99
Amount Enclosed	





Kari Davis <kdavis2@navarrocounty.org>

## Fwd: Past Due Invoice - Government Forms and Supplies

3 messages

**Joshua Tackett** <jtackett@navarrocounty.org>  
To: Kari Davis <kdavis2@navarrocounty.org>

Wed, Jun 12, 2024 at 12:58 PM

----- Forwarded message -----

From: **Joshua Tackett** <jtackett@navarrocounty.org>  
Date: Wed, Jun 12, 2024 at 12:56 PM  
Subject: Re: Past Due Invoice - Government Forms and Supplies  
To: Taylor .. Strauss <taylor@governmentformsandsupplies.com>

Taylor,

PO# 319888 was paid on February 20th, but it was for roughly \$500. I believe the PO was closed out and they did not receive this one.

I am sending it down also so the Auditors office can research and get you paid.

Thank you sir,

-JBT

On Wed, Jun 12, 2024 at 12:13 PM Taylor .. Strauss <taylor@governmentformsandsupplies.com> wrote:

Good Afternoon Josh,

Attached you will find the invoice.

It is on the second page when you scroll down.

If there is something else you are needing please let me know.

Regards,



**Taylor Strauss**  
National Account Manager  
toll free: 844-224-3338  
www.governmentformsandsupplies.com

From: Joshua Tackett <jtackett@navarrocounty.org>  
Sent: Wednesday, June 12, 2024 11:52 AM

**To:** Taylor .. Strauss <taylor@governmentformsandsupplies.com>

**Subject:** Re: Past Due Invoice - Government Forms and Supplies

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Taylor,

I just received the statement for \$1266.39 and sent it down to the auditor.

I am not sure about the February statement for \$828.99, but if you send me the invoice for that date, I will check with the Auditor on payment.

Thanks,

-JBT

On Mon, Jun 10, 2024 at 4:48 PM Taylor .. Strauss <taylor@governmentformsandsupplies.com> wrote:

Good Afternoon Josh,

I just received another past due invoice. I attached it to this email.

I know this is some type of mishap and is no big deal.

Please let me know if you need anything else from me.

If you have any questions please feel free to reach out to me or my accounting department at the number listed in the invoice.

Thank you and have a great day!

Regards,



**Taylor Strauss**  
National Account Manager  
toll free: 844-224-3338  
www.governmentformsandsupplies.com

**From:** Taylor .. Strauss  
**Sent:** Wednesday, May 15, 2024 2:17 PM  
**To:** Joshua Tackett <jtackett@navarrocounty.org>  
**Subject:** RE: Past Due Invoice - Government Forms and Supplies

Sounds great!

Thank you for the response and have a fantastic day.

Regards,



**Taylor Strauss**  
National Account Manager  
toll free: 844-224-3338  
www.governmentformsandsupplies.com

**From:** Joshua Tackett <jtackett@navarrocounty.org>  
**Sent:** Wednesday, May 15, 2024 1:24 PM  
**To:** Taylor .. Strauss <taylors@governmentformsandsupplies.com>  
**Subject:** Re: Past Due Invoice - Government Forms and Supplies

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Taylor,

That was sent down to the auditor last week or the week before. Commissioners Court met Monday, so please let me know if you do not receive the check by next Monday and I will re-submit and follow up with the auditor. They meet every two weeks and sometimes takes 3 weeks with overlap to be mailed out.

Thank you!

-JBT

On Fri, May 10, 2024 at 4:27 PM Taylor .. Strauss <taylor@governmentformsandsupplies.com> wrote:

Good Afternoon Josh,

I hope your day is going well.

Attached you will find your past due invoice.

If you have any questions or wish to pay over the phone, please reach out to my accounting department at the number listed at the top of the invoice.

Thank you and have a fantastic day!

Regards,



**Taylor Strauss**

National Account Manager

toll free: 844-224-3338

[www.governmentformsandsupplies.com](http://www.governmentformsandsupplies.com)

JOSHUA B. TACKETT

NAVARRO COUNTY DISTRICT CLERK

PH: 903-654-3040

FAX: 903-875-3973

[jtackett@navarrocounty.org](mailto:jtackett@navarrocounty.org)

JOSHUA B. TACKETT

NAVARRO COUNTY DISTRICT CLERK

PH: 903-654-3040

FAX: 903-875-3973



jtackett@navarrocounty.org

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PH: 903-654-3040  
FAX: 903-875-3973  
jtackett@navarrocounty.org

Joshua Tackett <jtackett@navarrocounty.org>  
To: Kari Davis <kdavis2@navarrocounty.org>

Wed, Jun 12, 2024 at 4:05 PM

----- Forwarded message -----

From: Taylor .. Strauss <taylors@governmentformsandsupplies.com>  
Date: Wed, Jun 12, 2024 at 2:21 PM  
Subject: RE: Past Due Invoice - Government Forms and Supplies  
To: Joshua Tackett <jtackett@navarrocounty.org>

My accounting team writes:

"Sounds like they are going to reissue the check for the old invoice.

Ask if they can let you know when the check goes out in the mail just so we know they actually have sent the payment. We have not seen the first one for \$500."

Please let me know at your convenience.

Regards,



**Taylor Strauss**  
National Account Manager  
toll free: 844-224-3338  
www.governmentformsandsupplies.com

From: Taylor .. Strauss  
Sent: Wednesday, June 12, 2024 2:13 PM  
To: Joshua Tackett <jtackett@navarrocounty.org>  
Subject: RE: Past Due Invoice - Government Forms and Supplies

Sounds great Josh!

Thank you for getting back to me and keeping me in the loop.

I have forwarded these emails to my accounting team so everyone is on the same page.

Have a fantastic day!

Regards,



**Taylor Strauss**

National Account Manager

toll free: 844-224-3338

[www.governmentformsandsupplies.com](http://www.governmentformsandsupplies.com)

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[Quoted text hidden]

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**Joshua Tackett** <[jtackett@navarrocounty.org](mailto:jtackett@navarrocounty.org)>  
To: Kari Davis <[kdavis2@navarrocounty.org](mailto:kdavis2@navarrocounty.org)>

Wed, Jun 12, 2024 at 4:06 PM

----- Forwarded message -----

From: **Joshua Tackett** <[jtackett@navarrocounty.org](mailto:jtackett@navarrocounty.org)>  
Date: Wed, Jun 12, 2024 at 4:04 PM  
Subject: Re: Past Due Invoice - Government Forms and Supplies  
To: Taylor .. Strauss <[taylor@governmentformsandsupplies.com](mailto:taylor@governmentformsandsupplies.com)>

I will forward this email to the Auditor.

I saw where the 500 something amount was paid in January or February when I was down there earlier today. I'm not certain if the check cleared. And it looks like the 800 something amount was added to that same PO and never paid.

I think the Auditors office will be able to get the 500 payment resolved and issue payment for the 800 when it goes through Commissioners Court.

[Quoted text hidden]

[Quoted text hidden]