

RECEIVED



JUL 19 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 Did not request P.O

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

7-25-24

x3



NAVARRO COUNTY
Jarvis-Patterson Shopping Center, Inc.

J-P-M Co., Inc.
P O Box 460
Dawson, TX 76639
phone (254)578-1116
fax (254)578-3070

Bill To: Navarro Co. Precinct #3
Navarro Co. Precinct #3,
300 W 3rd Ave. Suite 10
Corsicana, TX 75110

mer heather

#	Qty	Price	Ext Price
Star Plus	30	\$17.00	\$510.00
		Subtotal	\$510.00
Exempt		0 % Tax	+ \$0.00
RECEIPT TOTAL:			\$510.00

Account \$510.00

Signature

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher)

Previous Account Balance: \$8.10
Account Balance: \$518.10
Past Due: \$8.10

EXEMPT USE

By my signature I understand that this merchandise is taxable. I am stating that these items are purchased for agricultural or other non-taxable use and I assume all responsibility for no tax being charged.

Thank you!



pc x3



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Jarvis-Patterson Shopping Center, Inc.

J-P-M Co., Inc.
P O Box 460
Dawson, TX 76639
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Bill To: Navarro Co. Precinct #3
Navarro Co. Precinct #3,
300 W 3rd Ave. Suite 10
Corsicana TX 75110

Cashier heather

Item #	Qty	Price	Ext Price
4247 GlyStar Plus	30	\$17.00	\$510.00
		Subtotal	\$510.00
Exempt		0 % Tax	+ \$0.00
RECEIPT TOTAL:			\$510.00

Account \$510.00

Signature

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher)

Previous Account Balance: \$8.10
Account Balance: \$518.10
Past Due: \$8.10

EXEMPT USE

By my signature I understand that this merchandise is taxable. I am stating that these items are purchased for agricultural or other non-taxable use and I assume all responsibility for no tax being charged.

X

Thank you!



Debit: 213-613 \$510.00
Desc: GlyStar Plus-Herbicide
PO#: NA
Invoice#: 61265
Vendor#: 1253