



RECEIVED

NAVARRO COUNTY AUDITOR'S OFFICE

AUG 16 2024

NAVARRO COUNTY  
AUDITOR'S OFFICE

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

Natalie Robinson, First-Assistant  
Patty Mosley, Assistant  
Lisa Clay, Assistant  
Vicki Lewis, Assistant  
Krystal McCollum, Assistant  
Kari Davis, Purchasing Assistant  
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 Duplicated Order - PO closed

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 new PO obtained

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.

Morris Stewart  
Signature

8/16/24  
Date

# Southern Tire Mart

28

INVOICE #	4220141591
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TYLER #422  
 SOUTHERN TIRE MART  
 516 EAST N.E. LOOP 323  
 TYLER, TX 75706

PAGE: 1

903/593-5555

## RECEIVED

AUG 15 2024

CUSTOMER: NAVARRO COUNTY SHERIFFS  
 0486850 OFFICE  
 312 W 2ND AVE  
 CORSICANA TX 75110

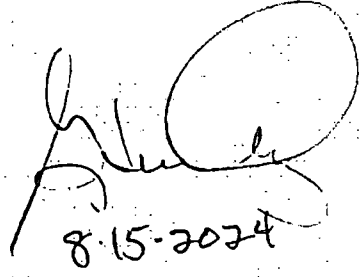
NAVARRO COUNTY  
 AUDITOR'S OFFICE

EMAIL: bparks@ncsotx.org  
 BUSINESS: 903/654-3044 0  
 SALESMAN: 07396  
 INVOICE DATE: 07/18/24

PO NUMBER: 321017

DUE: 08/17/24

PRODUCT	MECHANIC	QUANTITY	PRICE	F. E. T.	EXTENSION
265/60R17 G-MAX JUSTICE 1555396		2	160.57		321.14
265/60R17 ELITE FORCE TA XL G30457		8	157.60		1260.80
				MERCHANDISE:	1581.94
				INVOICE TOTAL:	1581.94
*****THIS IS A REPRINTED INVOICE*****					
ON ACCOUNT A/R					1581.94



8-15-2024

**PLEASE REMIT TO:**  
 Dept. 143  
 P.O. Box 1000  
 Memphis, TN 38148-0143

PRINTED NAME/CUSTOMER SIGNATURE

IMPORTANT: CUSTOMER SHOULD RE-CHECK TORQUE ON LUG NUTS ON WHEELS SERVICED  
 AFTER 25 TO 100 MILES OF OPERATION