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OCT 07 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
Phone: (903) 654-3095

300 W 3rd 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:

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

10/7/24

Date



CTWP Copy Center
 117 S Beaton St
 Corsicana, TX 75110 United States
 printme@ctwpcopycenter.com | (903) 872-6657

Invoice #002880

RECEIVED

Issue date
 Oct 4, 2024

OCT 07 2024

**NAVARRO COUNTY
 AUDITOR'S OFFICE**

Dist. Atty Project

St. John's Episcopal Church

Customer

Navarro County Auditor's (no tax)
 Terri Gillen
 auditor@navarrocounty.org
 (903) 654-3095
 300 W. 3rd St.
 Suite 4
 Corsicana, TX 75110

Invoice Details

PDF created October 7, 2024
 \$2,172.59

Payment

Due November 3, 2024
 \$2,172.59

Items	Quantity	Price	Amount
Flash drive 16 Gb USB 2.0	1	\$6.99	\$6.99
ODF N429415 Small Binder Clips 12 per box	1	\$1.33	\$1.33
BC05 CLi Binder Clips, Medium, 5/8 Capacity, Black/Silver 12ct	1 bx	\$1.69/bx	\$1.69
ACC 72380 ACCO Paper Clips, #1 Size, 100/Box	1 bx	\$0.99/bx	\$0.99
LEO 33240 CLi Sticky Notes - 3' x 3', Yellow	1 ca	\$1.59/ca	\$1.59
Custom Work Large	54	\$40.00	\$2,160.00
Subtotal			\$2,172.59

Total Due **\$2,172.59**

Return Policy

14 Day return with receipt and original packaging. All return subject to 25% restock.



Pay online

To pay your invoice go to <https://squareup.com/u/G3BTStW4>
 Or open the camera on your mobile device and place the QR code in the camera's view.