



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:

RECEIVED

OCT 16 2024

NAVARRO COUNTY
AUDITOR'S OFFICE

- 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 PO obtain

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.

M.J. Hanston
Signature

10-16-24
Date



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

RECEIVED

OCT 09 2024

NAVARRO COUNTY
 AUDITOR'S OFFICE

Invoice #002895

Issue date
 Oct 9, 2024

Chief Deputy Co Clerk

(1) 4912 Signature- Tylen McCulloch, (2) Ideal 400R Round Seal, (1) 4925 Sealed-(red)
 (2) 5460 Dater, (4) 4914 For Deposit Only, (2) 4913 A Certified Copy

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 9, 2024
 \$437.67

Payment

Due November 8, 2024
 \$437.67

Items	Quantity	Price	Amount
Trodats 4912 Notary/Signature Stamp	1	\$28.11	\$28.11
Trodats IDL400R Ideal Self Inking Stamp 400 Round	2	\$37.24	\$74.48
Trodats DatTro5460 Professional Dater 5460	2	\$77.81	\$155.62
Trodats 4925 Stamp	2	\$31.43	\$62.86
Trodats 4914 Stamp	4	\$23.32	\$93.28
Trodats 4913 Stamp	1	\$23.32	\$23.32
Subtotal			\$437.67

*Sherry Dowd
 by mg Cranston
 10/16/24*

Total Due

\$437.67

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/VAZPZn02>
 Or open the camera on your mobile device and place the QR code in the camera's view.