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NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Lisa Clay, Assistant  
Vicki Lewis, Assistant

Krystal McCollum, Assistant

Kari Davis, Purchasing Assistant

Terri Gillen, County Auditor

300 W 3<sup>rd</sup> 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

NOV 15 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 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.

Signature

11-15-24  
Date



403 Bendito Way, Marble Falls, TX 78654  
 Office 903-602-6003  
 www.kp-graphics.com

**GRAPHIC SOLUTIONS**

# Invoice

**RECEIVED**

NOV 01 2024

Date	Invoice #
10/29/2024	4812

NAVARRO COUNTY  
 AUDITOR'S OFFICE

<b>Bill To</b> NAVARRO CO. TAX ASSESSOR PO BOX 1070 CORSCIANA. TX 75151	<b>Ship To</b> NAVARRO CO. TAX ASSESSOR PO BOX 1070 CORSCIANA. TX 75151
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 AUDITOR'S OFFICE

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MIKE DOWD	Net 15	SK	10/29/2024	UPS	HIRAM. GA	102324-7

Quantity	Item Code	Description	Price Each	Amount
5.000	SERVICE FREIGHT	#10 WINDOW WITH PEEL N STICK CLOSURE	0.18	900.00
		Sales Tax	115.24 0.00%	115.24 0.00

10/29/2024

*Mike Dowd*  
 10-31-24

Debit: \_\_\_\_\_  
 Desc: \_\_\_\_\_  
 PO#: \_\_\_\_\_  
 Invoice#: \_\_\_\_\_  
 Vendor#: \_\_\_\_\_

**Total** \$1,015.24