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RECEIVED

NAVARRO COUNTY AUDITOR'S OFFICE

NOV 20 2024

NAVARRO COUNTY AUDITOR'S OFFICE
Natalie Robinson, First-Assitant
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.

Monis Steward
Signature

11/19/24
Date

Hagar Restaurant Service
 6200 NW 2nd St.
 Oklahoma City, OK 73127-6520

RECEIVED

Invoice

NOV 19 2024

Date	Invoice #
8/14/24	12-526494

NAVARRO COUNTY
 AUDITOR'S OFFICE

(Reprint)

Service Site:

NAVARRO COUNTY JAIL
 312 W 2ND ST
 CORSICANA TX 75110

RECEIVED

NAVARRO COUNTY JAIL
 312 W 2ND ST
 CORSICANA TX 75110

NOV 20 2024

NAVARRO COUNTY
 AUDITOR'S OFFICE

WO #	WO Date	Customer #	PO #	Terms
526494	7/25/24	903-654-3012		CHG

WORK REQUESTED

DARRON REPORTED STEAMER IS LEAKING

SB STEAMER

Model **SB ECX-10-24**
 Serial # **104067-7RR-1378**

**CROWN ELEC CONV STEAMER W/
 CAB BASE 60Hz 3PH 208V**

Qty used	Unit	Item	Description	Unit price	Ext price
1.00	EACH	*MISC	MISCELLANEOUS SUPPLIES	5.00	5.00

Work Performed 08/09/2024

Arrived on site, spoke with Joey, started inspecting unit first, power up 8nit and ran test cycles on top and bottom steamer for about 25 min each. Did not detect leak or see any leak from machine. Customer will start draining water out each night and monitor unit.

1.75	HRS	1451	LABOR - WILLIE WEST	140.00	245.00
			Zone Charge		147.00

Mou's Steward
 11/19/24

Customer signature



Date 8/9/2024 4:35:49PM

THANK YOU FOR CHOOSING HAGAR RESTAURANT SERVICE. IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE PLEASE CALL 214-574-5200.

Parts subtotal	5.00
Labor subtotal	245.00
Additional charges	147.00
Discount	0.00
Sales tax	0.00
Payments received	0.00
Balance Due	\$397.00