



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
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INTEROFFICE MEMO

The attached item is being returned for the following reasons:

- X 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

RECEIVED

DEC 04 2024

NAVARRO COUNTY
AUDITOR'S OFFICE

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 [Handwritten Signature]

Date

TROPHIES UNLIMITED
Leaving My Mark

420 N. Beaton St.

Corstiana, Texas 75110

(903) 872 - 6292 trophiesunlimited@yahoo.com

Invoice

Invoice # 20083
 Account # C2108
 Inv Date 12/2/2024
 Date Due 12/2/2024
 Terms None
 PO #

Bill To

Navarro County Sheriff's Department -
 Debra Kelley

Ship To

Navarro County Sheriff's Department -
 Debra Kelley

Denise Ryno

SKU	Description	QTY	Rate	Total
Desk Wedge	Desk Wedge - Euro gold with black writing on walnut desk wedge bevelled Clint Andrews, Chief Deputy Kevin Scott, Captain Debra Kelley	3.000	\$40.00	\$120.00
NCSO Clutchback GLD	NCSO Clutchback GLD Cpt. Scott	1.000	\$8.00	\$8.00

Debra Kelley 12/3/24

*Thank you for allowing us
 to touch the hearts
 of those you care about!*

Subtotal	\$128.00
Tax	\$0.00
Tax 2	\$0.00
Shipping	\$0.00
Total	\$128.00
Payment	\$0.00
Balance	\$128.00