

19

Pct 1



RECEIVED

DEC 18 2024

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Rhonda Knight, Assistant
Lisa Clay, Assistant
Vicki Lewis, 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:

- 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 2024 PO was closed. Need New PO for 2025

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

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

Date

INVOICE

MICHAEL BENTON JR.

P.O. BOX 172
CHATFIELD, TX 75105
903 641-2136

RECEIVED

DEC 16 2024
(MILLINGS)
NAVARRO COUNTY
AUDITOR'S OFFICE

DATE: 12/11/24

OF DUMP TRUCK LOADS (16T) @ \$200 

OF BELLY DUMP LOADS (26T) @ \$300 5 LOADS

TOTAL \$ 1500⁰⁰

UNIT/DRIVER UNIT 4 / TERRY

UNIT/DRIVER

UNIT/DRIVER

Debit: 211-611-376
Desc: NW0145
PO#: NA
Invoice#: 211124
Vendor#: 8326





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CHATFIELD, TX 75105
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DEC 16 2024

NAVARRO COUNTY
AUDITOR'S OFFICE
(MILLINGS)

DATE: 12/12/24

OF DUMP TRUCK LOADS (16T) @ \$200

OF BELLY DUMP LOADS (26T) @ \$300 5 loads

TOTAL \$1500

UNIT/DRIVER UNIT 4 / TERRY

UNIT/DRIVER

UNIT/DRIVER

Debit: 211-611-326
Desc: NW0145, NW0140
PO#: NA
Invoice#: 12/12/24
Vendor#: 8326

Daily Work Log

Date: 12-11-24

Navarro County

Equipment Used: Unit #1 Unit #2 Unit #3 Unit #4 Unit #7
Unit #8 Unit #9 Unit #10 Unit #13

TERRI

Road Name /Location	Work done at this location	Material Used	Quantity
NW 0145	Millins from Chatfield		26.00
NW 0145			26.00
NW 0145			26.00
NW 0145			26.00
NW 0145			26.00

Comments: _____