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NOV 25 2024

NAVARRO COUNTY AUDITOR'S OFFICE

DEC 10 2024

**NAVARRO COUNTY
AUDITOR'S OFFICE**

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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 Did not Request PO

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.

Terri Gillen
Signature

Date

INVOICE

FROM: LAYFIELD CONST.
P.O. BOX 220
KERENS, TEXAS 75144
PHONE/FAX: 903 396 7491
EMAIL: layfieldinc@hotmail.com
DBE# WFDB98103N1124
LIBBY LAYFIELD-PRESIDENT

TO: EDDIE PERRY PCT #2
LOCATION: NAVARRO COUNTY PCT #2 BARN
DATE: 22-Nov-24

ITEM CODE	DESCRIPTION	UNIT	UNIT PRICE	EST QTY	TOTAL
	DRILL HOLES FOR FENCE	EA	\$200.00	4.00	\$800.00
		EA		-	
		EA		-	
		EA		-	
		EA		-	
TOTAL DUE					\$800.00

REMIT TO ADDRESS IN UPPER RIGHT HAND CORNER

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AUDITOR'S OFFICE

Debit: 212-612-
Desc: _____
PO#: NA
Invoice#: 11/22/2024
Vendor#: 6220