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16

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

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

Terri Gillen, County Auditor
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 _____

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.

Morris Steward
Signature
Morris Steward ✓

12/20/2023
Date

Huffman Communications Sales, Inc.

903.872.6032 Fax
 P.O. Box 1753
 Corsicana, Texas 75151

COPY

Sales Invoice

DATE	INVOICE NO.
11/3/2023	40654

BILL TO
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

SHIP TO
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
319067	Net 30	SCH	11/3/2023			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT
Labor Tech 2	Hourly Labor - Technician Level 2 Servicesto check power on unit 2333 - Lt Lewis			1	125.00	125.00
<i>Delra Kelly 12/18/23</i>						

	Total	\$125.00
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Huffman Communications Sales, Inc.

Sales Invoice

903.872.6032 Fax
 P.O. Box 1753
 Corsicana, Texas 75151



DATE	INVOICE NO.
10/25/2023	40609

BILL TO
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

SHIP TO
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
Keith Lewis	Net 30	SCH	10/25/2023			

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Labor	Labor to Troubleshoot and Resolve GPS Power Issue Unit# 133 New Tahoe <i>lt Lewis</i>	1	125.00	125.00
<i>Delra Kelly 10/18/23</i>				

Customer Signature _____	Total	\$125.00
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Morris Steward

Signature *Morris Steward* 😊

12/20/2023

Date



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Morris Steward

12/20/2023

Signature
Morris Steward

Date

Huffman Communications Sales, Inc.

903.872.6032 Fax
 P.O. Box 1753
 Corsicana, Texas 75151

Sales Invoice

COPY

DATE	INVOICE NO.
11/16/2023	40659

BILL TO
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

SHIP TO
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
319067	Net 30	SCH	11/16/2023			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT
Labor Tech 1	Hourly Labor - Technician Level 1 Services repair connection for the radio in unit 2797 - <i>Phillips</i>			2	85.00	170.00
<i>Alicia Kelly 12/18/23</i>						

	Total	\$170.00
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