

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Patty Wells, Assistant

Lisa Clay, Assistant

Jan Wise, Assistant

Krystal McCollum, 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 _____

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

Additional explanation: Page 4 of Policies + Procedures Manual
See attached.

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.

Monro Steward

Signature

01-03-24

Date

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

IV. PURCHASING POLICIES

In order to obtain the best price in the most efficient manner, purchases will be divided into the following five (5) classes:

1. Less than \$10,000 – requires advance approval only.
2. \$10,000 – \$24,999 – requires quotation(s) from vendors and advance approval.
3. \$25,000 – \$49,999 – requires Commissioner's Court approval.
4. Over \$50,000 – requires formal sealed, competitive bids as specified by Chapter 262 of *The Texas Local Government Code*.
5. Purchases made through cooperative purchasing agreements.

The County will contract annually for supplies and materials for which we spend more the \$50,000 per year. Each office will receive a list of current contracts at the beginning of each fiscal year.

Purchases of supplies and materials for which the County has taken formal bids and has a current contract with a supplier or those purchases made through cooperative purchasing agreements are not governed by these policies and procedures except that a purchase order must be issued prior to the purchase being made.

Purchases made on behalf of the County are subject to the following:

1. A purchase order will be required prior to any purchase being made regardless of amount. All vendors have been notified that a purchase order number and/or a copy of the purchase order must be presented for authorization to make the purchase. *The County will assume no responsibility unless a purchase order is obtained in advance.*

Purchases made without advance purchase order authorization will be the responsibility of the purchaser and the vendor.

2. Purchases under \$10,000 require only a purchase order if adequate funds are available in the appropriate budget line item.
3. Purchases from \$10,000 to \$49,999:
 - a. Purchases of new commodities from \$10,000 - \$49,999 require that at least three (3) quotations accompany the requisition when it is forwarded to the County Auditor's Office.
 - b. Purchases of used commodities from \$10,000 - \$49,999 require that at least one quotation accompany the requisition when it is forwarded to the County Auditor's Office.
 - c. Purchases of services from \$10,000 - \$49,999 require at least one quotation and a contract for services accompany the requisition when it is forwarded to the County Auditor's Office. The official may use discretion in determining whether a performance bond should be obtained from the contractor.
4. Purchases between \$25,000 and \$49,999 require commissioner's court approval.
5. Purchases of \$50,000 or more require that formal bidding procedures be followed, as specified by State law.

K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83706

INVOICE

Printed Date: 11/30/2023

Work Completed: 11/30/2023

NAVARRO COUNTY SHERIFF - Keith

312 W 2ND AVE.

CORSICANA, TX 75110

Office 903-654-3001 DISP Keith Lewis 903-654-4048

Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2021 CHEVROLET - UNIT#2120 -

Lic # : 1440480

Unit # : 2120

VIN # : 1GNSCLED9 MR411483

Odometer In : 36378

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER PF63E	1.00	8.00	8.00	SERVICE	15.00
10W30 SYNTHETIC ENGINE OIL per qt	8.00	9.33	74.64	Changed Motor Oil & Replaced Filter, Replaced with synthetic oil , Lube Chassis, Check all Fluid Levels ##### PO#319068 #####	

RECEIVED

DEC 20 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	15.00
Parts:	82.64
SubTotal:	97.64
Tax:	0.00
Total:	97.64
Bal Due:	\$97.64

[Payments -]

Vehicle Received: 11/30/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature Keith Lewis 12-20-23 Date _____

K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83707

INVOICE

Printed Date: 11/30/2023

Work Completed: 11/30/2023

NAVARRO COUNTY SHERIFF - Keith

312 W 2ND AVE.

CORSICANA, TX 75110

Office 903-654-3001 DISP Keith Lewis 903-654-4048

Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2021 CHEVROLET - UNIT#2120 -

Lic # : 1440480

Unit # : 2120

VIN # : 1GNSCLED9 MR411483

Odometer In : 36378

Griegsby

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
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REPLACED REAR AUXILLARY BATTERY
(CUSTOMER PROVIDED)

75.00

#####

PO#319068

#####

RECEIVED
DEC 20 2023
NAVARRO COUNTY
AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	75.00
Parts:	0.00
SubTotal:	75.00
Tax:	0.00
Total:	75.00
Bal Due:	\$75.00

[Payments -]

Vehicle Received: 11/30/2023

Customer Number : 363

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Signature

J. Pount 12-20-23

Date

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Phone: (903) 654-3095

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INTEROFFICE MEMO

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- ☐ Insufficient budget in Line Item
- ☒ Payment Request inconsistent with County Policy
- ☐ Other Please see attached policy

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

01-03-24
Date

(2)

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

IV. PURCHASING POLICIES

In order to obtain the best price in the most efficient manner, purchases will be divided into the following five (5) classes:

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K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83728

INVOICE

Printed Date: 12/05/2023

Work Completed: 12/05/2023

NAVARRO COUNTY SHERIFF - Keith

312 W 2ND AVE.

CORSICANA, TX 75110

Office 903-654-3001 DISP Keith Lewis 903-654-4048

Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2019 Chevrolet - UNIT#2912 -

Lic # : 1398748

Unit # : UNIT#2912

VIN # : 1GNLCDEC2 KR346104

Odometer In : 98860

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER PF63E	1.00	8.00	8.00	SERVICE	15.00
10W30 SYNTHETIC ENGINE OIL per qt	8.00	9.33	74.64	Changed Motor Oil & Replaced Filter, Replaced with synthetic oil , Lube Chassis, Check all Fluid Levels ##### PO#319068 #####	

RECEIVED
DEC 20 2023
NAVARRO COUNTY
AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	15.00
Parts:	82.64
SubTotal:	97.64
Tax:	0.00
Total:	97.64
Bal Due:	\$97.64

[Payments -]

Vehicle Received: 12/5/2023

Customer Number : 363

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Signature Keith Lewis 12.20.23 Date _____



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

Terri Gillen, County Auditor

Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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- ☒ Payment Request inconsistent with County Policy
- ☐ Other Per page 4 of Court Policy Manual. See Attached

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Additional explanation:

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Monis Steward
Signature

01-03-24
Date

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

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K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83704

INVOICE

Printed Date: 11/30/2023

Work Completed: 11/30/2023

NAVARRO COUNTY SHERIFF - Keith

312 W 2ND AVE.

CORSICANA, TX 75110

Office 903-654-3001 DISP Keith Lewis 903-654-4048

Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2022 Chevrolet - Tahoe Commercial - 5.3L, V8 (325CI) VIN(D)

Lic # :

Odometer In : 14105

Unit # : UNIT#2125

VIN # :

J phillips

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER PF63E	1.00	8.00	8.00	SERVICE	15.00
10W30 SYNTHETIC ENGINE OIL per qt	8.00	9.33	74.64	Changed Motor Oil & Replaced Filter, Replaced with synthetic oil. , Lube Chassis, Check all Fluid Levels ##### PO#319068 #####	

RECEIVED

DEC 20 2023

**NAVARRO COUNTY
AUDITOR'S OFFICE**

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	15.00
Parts:	82.64
SubTotal:	97.64
Tax:	0.00
Total:	97.64
Bal Due:	\$97.64

[Payments -]

Vehicle Received: 11/30/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature

J. Lewis 12-20-23

Date

K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE
83705

INVOICE

Printed Date: 11/30/2023

Work Completed: 11/30/2023

NAVARRO COUNTY SHERIFF - Keith

312 W 2ND AVE.

CORSICANA, TX 75110

Office 903-654-3001 DISP Keith Lewis 903-654-4048

Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2022 Chevrolet - Tahoe Commercial - 5.3L, V8 (325CI) VIN(D)

Lic # :

Odometer In : 14105

Unit # : UNIT#2125

VIN # :

J Phillips

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
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				MOUNT & BALANCE (CUSTOMER PROVIDED)	50.00
--	--	--	--	-------------------------------------	-------

4 X \$12.50

Symptoms: *

#####

PO#319068

#####

RECEIVED

DEC 20 2023

**NAVARRO COUNTY
AUDITOR'S OFFICE**

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	50.00
Parts:	0.00
SubTotal:	50.00
Tax:	0.00
Total:	50.00
Bal Due:	\$50.00

[Payments -]

Vehicle Received: 11/30/2023

Customer Number : 363

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Signature

Keith Lewis 12-20-23

Date

K & S TIRE TOWING AND RECOVERY, INC.
1310 N. BUSINESS 45
CORSICANA, TX. 75110
Phone: 903-872-0745 Fax: 903-872-3363

INVOICE

83729

INVOICE

Printed Date: 12/05/2023

Work Completed: 12/05/2023

NAVARRO COUNTY SHERIFF - Keith
312 W 2ND AVE.
CORSICANA, TX 75110
Office 903-654-3001 DISP Keith Lewis 903-654-4048
Fax 903-654-3044 FAX Debra Kelley 903-654-3002

2019 Chevrolet - UNIT#2912 -
Lic # : 1398748
Unit # : UNIT#2912
VIN # : 1GNLCDEC2 KR346104

Holmes

Odometer In : 98860

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
---------------------------	-----	------	-----	-------------------	-----

#####				PO#319068	
#####				REPAIRED TIRE (RR)	12.50
				Symptoms: *	
				TIRE ROTATION \$7.50 EACH X 4	30.00

RECEIVED
DEC 20 2023
NAVARRO COUNTY
AUDITOR'S OFFICE

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

Labor:	42.50
Parts:	0.00
SubTotal:	42.50
Tax:	0.00
Total:	42.50
Bal Due:	\$42.50

[Payments -]

Vehicle Received: 12/5/2023

Customer Number : 363

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is 3 Months or 3000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature *[Signature]* Date 12-20-23