		Natalie Robinson, First-Assistant
		Patty Wells, Assistant
		Lisa Clay, Assistant
	300 W 3 rd Ave., Suite 4	Jan Wise, Assistant
Terri Gillen, County Auditor	Corsicana, TX 75110	Krystal McCollum, Assistant
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:

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
- o 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; Hage 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. Monus Steward

01-03-24

Signature

Date

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

IV. PURCHASING POLICIES

Se.

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.

INVOICE

1310 N. BUSINESS 45 CORSICANA, TX. 75110 Phone: 903-872-0745 Fax: 903-872-3363

83706

INVOICE				Printed Date: 1//30/2023 Work Completed: 11/30/202		
NAVARRO COUNTY SHERIFF 312 W 2ND AVE. CORSICANA, TX 75110 Office 903-654-3001 DISP Keit Fax 903-654-3044 FAX Debra	h Lewis 903-6		2021 CHEVROLET - UNIT#2120 - Lic # : 1440480 - (1095) Odometer In : 3637 Unit # : 2120 - VIN # : 1GNSCLED9 MR411483			
Part Description / Number	Qty	Sale	Ext	Labor Description Ex		
OIL FILTER	1.00	8.00	8.00	SERVICE 15.0		
PF63E 10W30 SYNTHETIC ENGINE OIL per qt	8.00	9.33	Changed Motor Oil & Replaced Filter, Replaced with synthetic oil. , Lube Chassis, Check all Fluid Levels ####################################			
				RECEIVED		
				DEC 2 0 2023		
				NAVARRO COUNTY AUDITOR'S OFFICE		
Org. Estimate 0.00 Revisions	0.00	Current Estin	nate 0.00	Labor: 15.00		
				Parts: 82.64		
				SubTotal: 97.64		
				Tax: 0.00 Total: 97.64		
Payments -]	-			Bal Due: \$97.64		
Vehicle Received: 11/30/2023				Customer Number : 36		
described on street, highways or elsewhere f amount of repairs thereto. Warranty on parts cost of repair.	or the purpose to tes	ting and/or insp is or 3000 miles	pection. An	ereby grant you and/or your employees permission to operate the car or truck herein express mechanic's lien is hereby acknowledged on above car or truck to secure the comes first. Warranty work has to be performed in our shop & cannot exceed the original Date		
	M. 10.00					

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K & S TIRE TOWING AND RECOVERY, INC. 1310 N. BUSINESS 45

Phone: 903-872-0745 Fax: 903-872-3363

CORSICANA, TX. 75110

INVOICE

83707

INVOICE				Printed Date	11/30/2023	Nork Complete	d: 11/30/2023
NAVARRO COUNTY SHERIFF - Kei	ith			2021 CHEVROLET -	UNIT#2120 -	<u></u>	
312 W 2ND AVE.				Lic # : 1440480	Cirickov	Odomete	er In : 36378
CORSICANA, TX 75110				Unit # : 2120	Grige)	
Office 903-654-3001 DISP Keith Le Fax 903-654-3044 FAX Debra Kelle				VIN # : 1GNSCLED9	MR411483		
Part Description / Number	Qty	Sale	Ext	Labor Description			Ext
r art beschption i Number	uty			REPLACED REAR AUX (CUSTOMER PROVIDE ####################################		Y	75.00
				RJ N A	DEC 2 0 202 AVARRO CO UDITOR'S O	ED UNTY FFICE	
Org. Estimate 0.00 Revisions 0.0	0 0	Current Estimat	te 0.00)		Labor:	75.00
						Parts:	0.00
						SubTotal:	75.00
						Tax:	0.00
						Total:	75.00
[Payments -]						Bal Due:	\$75.00

Vehicle Received: 11/30/2023

Signature

1.3

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 A. Row W. D. 23.

Date

NAVARRO COUNTY AUDITOR'S OFFICE

	3	Natalie Robinson, First-Assistant
		Patty Wells, Assistant Lisa Clay, Assistant
	300 W 3'd Ave., Suite 4	Jan Wise, Assistant
Terri Gillen, County Auditor	Corsicana, TX 75110	Krystal McCollum, Assistant
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 see attacked 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.

Monio Steward

Signature

01-03-24

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

IV. PURCHASING POLICIES

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K & S TIRE TOWING AND RECOVERY, INC. 1310 N. BUSINESS 45

Phone: 903-872-0745 Fax: 903-872-3363

CORSICANA, TX. 75110

INVOICE

83728

INVOICE				Printed Date: 12/05/2023	Vork Completed	I: 12/05/2023
NAVARRO COUNTY SHERIFF 312 W 2ND AVE. CORSICANA, TX 75110 Office 903-654-3001 DISP Keitl Fax 903-654-3044 FAX Debra	h Lewis 903-6			2019 Chevrolet - UNIT#2912 - Lic # : 1398748 Unit # : UNIT#2912 - Holmes VIN # : 1GNLCDEC2 KR346104	Odomete	r In : 98860
Part Description / Number	Qty	Sale	Ext	Labor Description	See See	Ext
OIL FILTER <i>PF63E</i> 10W30 SYNTHETIC <i>ENGINE OIL per qt</i>	1.00 8.00	8.00 9.33	8.00 74.64	SERVICE Changed Motor Oil & Replaced Filter, Re Lube Chassis, Check all Fluid Levels ####################################	eplaced with syn	15.00 thetic oil. ,
	а -					
				RECEN	VED	
				DEC 202 NAVARRO AUDITOR'S	OUNTY OFFICE	
Org. Estimate 0.00 Revisions	0.00	Current Estir	nate 0.00		Labor:	15.00
					Parts:	82.64 97.64
(Payments -)					Tax: Total: Bal Due:	0.00 97.64 \$97.64
described on street, highways or elsewhere for amount of repairs thereto. Warranty on parts	or the purpose to test	ting and/or ins	pection. An	ereby grant you and/or your employees permission to op express mechanic's lien is hereby acknowledged on ab comes first. Warranty work has to be performed in our	perate the car or truck ove car or truck to sec	ure the
cost of repair. Signature	2. Jour	12.20.2	3	Date		_



NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3" Ave., Suite 4

Terri Gillen, County Auditor Phone: (903) 654-3095 Corsicana, TX 75110 e-mail: auditor@navarrocounty.org Natalie Robinson, First-Assistant Patty Mosley, Assistant Lisa Clay, Assistant Vicki Lewis, Assistant Krystal McCollum, Assistant Kari Davis, Purchasing Assistant Fax: (903) 654-3097

INTEROFFICE MEMO

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Signature or date not present

System shows invoice paid

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Insufficient budget in Line Item

Payment Request inconsistent with County Policy

· Other Per page 4 of Court Policy Manual. Attached

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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.

onio Steward Signature

0/--03-24 Date

NAVARRO COUNTY, TEXAS POLICY AND PROCEDURES MANUAL

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K & S TIRE TOWING AND RECOVERY, INC.

Phone: 903-872-0745 Fax: 903-872-3363

1310 N. BUSINESS 45

CORSICANA, TX. 75110

INVOICE

83704

INVOICE				Printed Date: 11/30/2023	Work Completed	: 11/30/2023
NAVARRO COUNTY SHERIFF - Ke 312 W 2ND AVE. CORSICANA, TX 75110 Office 903-654-3001 DISP Keith Le Fax 903-654-3044 FAX Debra Kell	wis 903-1		2022 Chevrolet - Tahoe Commercial - 5.3L, V8 (325CI) VIN(I Lic # : Unit # : UNIT#2125 VIN # : Odometer In : 14			
Part Description / Number	Qty	Sale	Ext	Labor Description		Ext
OIL FILTER PF63E 10W30 SYNTHETIC	1.00 8.00	8.00 9.33	8.00 74.64	SERVICE Changed Motor Oil & Replaced Filt Lube Chassis, Check all Fluid Leve		15.00 hetic oil. ,
ENGINE OIL per qt				PO#319068 ####################################		
				DEC 202		
				NAVARRO C AUDITOR'S	OUNTY	
Org. Estimate 0.00 Revisions 0.0	00	Current Estir	nate 0.00		Labor: Parts:	15.00 82.64
						07.01
					SubTotal: Tax: Total:	97.64 0.00 97.64
Payments •]					Bal Due:	\$97.64
Vehicle Received: 11/30/2023					Customer	Number : 363

Service Advisor	BROWN, JACQUELINE,	Tech: SALAZAR, SAUL	Page

2. Ren

12.20.23

cost of repair.

Signature

Date

K & S TIRE TOWING AND RECOVERY, INC. 1310 N. BUSINESS 45

INVOICE

83705

× *		ORSICANA, TX none: 903-872-	K. 75110 0745 Fax: 903-872-33	63		5705
INVOICE			Printed Date	e: 11/30/2023	Work Complete	d: 11/30/2023
NAVARRO COUNTY SHERIFF - Keith 312 W 2ND AVE. CORSICANA, TX 75110 Office 903-654-3001 DISP Keith Lewis Fax 903-654-3044 FAX Debra Kelley	2022 Chevrolet - Tahoe Commercial - 5.3L, V8 (325Cl) VIN(D Lic # : Unit # : UNIT#2125 VIN # :					
Part Description / Number	Qty	Sale Ex	Labor Description		The Constant of The State	Ext
			MOUNT & BALANCE (1 4 X \$12.50 Symptoms: * ################# PO#319068 ####################################	CUSTOMER PF	ROVIDED)	50.00
					EIVED	
				NAVADR	2 0 2023 O COUNTY R'S OFFICE	
Org. Estimate 0.00 Revisions 0.00	Cu	rrent Estimate 0.	00		Labor: Parts:	50.00 0.00
[Payments -]					SubTotal: Tax: Total: Bal Due:	50.00 0.00 50.00 \$50.00
Vahiela Reastivati 11/20/2022						
Vehicle Received: 11/30/2023 Thereby authorize the above repair work to be done all described on street, highways or elsewhere for the pur amount of repairs thereto. Warranty on parts and labor cost of repair. Signature	oose to testing is 3 Months o	and/or inspection. A r 3000 miles whichev	in express mechanic's lien is here	by acknowledged on	o operate the car or truck above car or truck to se	cure the

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K & S TIRE TOWING AND RECOVERY, INC.

Phone: 903-872-0745 Fax: 903-872-3363

1310 N. BUSINESS 45

CORSICANA, TX. 75110

INVOICE

83729

INVOICE				Printed Date: 12/05/2023	Nork Completed: 12/05/2023	
NAVARRO COUNTY SHERIFF - K 312 W 2ND AVE. CORSICANA, TX 75110 Office 903-654-3001 DISP Keith L Fax 903-654-3044 FAX Debra Ke	ewis 903-6		2019 Chevrolet - UNIT#2912 - Lic # : 1398748 Odometer In : 98860 Unit # : UNIT#2912 Nolmes VIN # : 1GNLCDEC2 KR346104			
Part Description / Number	Qty	Sale	Ext	Labor Description	Ext	
				######################################	12.50	
				TIRE ROTATION \$7.50 EACH X 4	30.00	
				RECEIVED DEC 2 0 2023 NAVARKO COUNT AUDITOR'S OFFIC	v	
Org. Estimate 0.00 Revisions (0.00	Current Estima	ate 0.00)	Labor: 42.50 Parts: 0.00	
[Payments -]					SubTotal: 42.50 Tax: 0.00 Total: 42.50 Bal Due: \$42.50	
described on street, highways or elsewhere for th amount of repairs thereto. Warranty on parts and cost of repair.	e purpose to tes labor is 3 Month	ting and/or inspension or 3000 miles	ection. An whichever	ereby grant you and/or your employees permission to o express mechanic's lien is hereby acknowledged on ab comes first. Warranty work has to be performed in our	ove car or truck to secure the	
Signature	Quero 12	CG Cb.		Date		