



JPB 20

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant
Krystal McCollum, Assistant

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

Phone: (903) 654-3095

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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 _____

RECEIVED
DEC 18 2023
NAVARRO COUNTY
AUDITOR'S OFFICE

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

Additional explanation: Order made without PO

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.

Jacque Truelove
Signature

12-15-2023
Date



200 North 13th, Suite 107, Corsicana, TX 75110
 Office 903.641.7902 | Fax 903.641.7902
 www.kp-graphics.com

Invoice

Date	Invoice #
10/2/2023	4538

Bill To
NAVARRO COUNTY 300 W. 3RD STREET CORSICANA, TX 75110

Ship To
JACKIE FREELAND JP, PRECINCT 3 312 W. 2ND AVE CORSICANA, TX 75110

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
CHRISTY LOVE	Net 15	SK	10/2/2023	UPS	ARLINGTON, TX	091523-2

Quantity	Item Code	Description	Price Each	Amount
1,500	SERVICE	#10 WINDOW ENVELOPE FOR JACKIE FREELAND, JP PRECINCT 3	0.19	285.00
	FREIGHT		25.33	25.33
		Sales Tax	0.00%	0.00

Jackie Freeland

Total	\$310.33
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