

19

RECEIVED

JAN 04 2024

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY
AUDITOR'S OFFICE
Natalie Robinson, First-Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant
Krystal McCollum, 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

JAN 4 '24 AM 11:57

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 _____

JAN 4 '24 AM 11:57

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

Additional explanation: No PO# was obtained

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.

Stacey Jones
Signature

1-3-2024
Date



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

Invoice

| Date | Invoice # |
|------------|-----------|
| 12/18/2023 | 4605 |

RECEIVED

DEC 19 2023

DEC 19 '23 AM 8:44

Bill To
 NAVARRO COUNTY PLANNING AND DEVELOPMENT
 ENT
 601 N 13TH STREET
 SUIT 1
 CORSICANA, TX 75110

NAVARRO COUNTY
 AUDITOR'S OFFICE

Ship To
 NAVARRO COUNTY PLANNING AND DEVELOPMENT
 ENT
 601 N 13TH STREET
 SUIT 1
 CORSICANA, TX 75110

| P.O. Number | Terms | Rep | Ship | Via | F.O.B. | Project |
|-------------|--------|-----|------------|-----|---------------|----------|
| STAN YOUNG | Net 15 | SK | 12/18/2023 | UPS | ARLINGTON, TX | 120623-1 |

| Quantity | Item Code | Description | Price Each | Amount |
|----------|-----------------|-------------------|------------|---------|
| 500 | SERVICE FREIGHT | 10 X 13 ENVELOPES | 0.53 | 265.00T |
| | | Sales Tax | 28.51 | 28.51T |
| | | | 0.00% | 0.00 |

Stan Young
received
 12-19-2023

| | | | |
|--------------|--|--|----------|
| Total | | | \$293.51 |
|--------------|--|--|----------|