



## 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

Terri Gillen, County Auditor

300 W 3<sup>rd</sup> 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 \_\_\_\_\_

**RECEIVED**

JAN 14 2024

**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:

These items were added to an old  
existing PO. A new PO should have been done!

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

01-17-24  
Date



# INVOICE

BILLING INQUIRIES (866)286-1358

Page 1 of 1

PO Box 54308  
Lexington, KY 40555-4430  
Billing Questions:AR&Galls.com

When applicable, merchandise was received and signed for by (signature below):



ACCOUNT NUMBER 5290402  
TERMS NET 30  
INVOICE NUMBER 026735313  
INVOICE DATE 01/09/2024  
DUE DATE 02/08/2024  
SHIP VIA FEDEX Ground  
P.O. NUMBER 318540 BODY ARMOR

ORDER# / ORDER DATE 25135872 11/13/2023  
FOB SHIPPING POINT F.O.B. Shipping Point

Sold To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

Ship To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
BP1141 BLK CSTM 00	GALLS G-FORCE LVL IIIA VEST WITH 2 CARRIERS Purchased for: YAKELIN RAMIREZ	GPR	1	915.00	915.00

RECEIVED  
JAN 12 2024  
NAVARRO COUNTY  
AUDITOR'S OFFICE

789086184299

Subtotal: 915.00  
Shipping: \$0.00  
Tax: \$0.00  
CREDIT/PREPAYMENTS: \$0.00  
TOTAL CHARGES CURRENT SHIPMENT: 915.00



To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment

INVOICE DATE 01/09/2024

DUE DATE 02/08/2024

ACCOUNT NUMBER 5290402

AMOUNT DUE 915.00

INVOICE NUMBER 026735313

Bill To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

Payable To:  
GALLS, LLC  
P.O. Box 505614  
St. Louis, MO 63150-5614

1/11/24



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JAN 12 2024

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AUDITOR'S OFFICE

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*Morris Steward*

Signature

*1-17-24*  
Date





# INVOICE

4

PO Box 54308  
Lexington, KY 40555-4430  
Billing Questions:AR@Galls.com

When applicable, merchandise was received and signed for by (signature below):

[Signature box]

Sold To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

BILLING INQUIRIES (866)286-1358

Page 1 of 1

ACCOUNT NUMBER 5290402  
TERMS NET 30  
INVOICE NUMBER 026735311  
INVOICE DATE 01/09/2024  
DUE DATE 02/08/2024  
SHIP VIA FEDEX Ground  
P.O. NUMBER 318540 BODY ARMOR  
  
ORDER# / ORDER DATE 25135872 11/13/2023  
FOB SHIPPING POINT F.O.B. Shipping Point

Ship To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
BP1141 BLK CSTM 00	GALLS G-FORCE LVL IIIA VEST WITH 2 CARRIERS <i>DAKOTA YATES</i>	GPR	1	915.00	915.00

**RECEIVED**  
**JAN 12 2024**  
**NAVARRO COUNTY**  
**AUDITOR'S OFFICE**

789086184299

Subtotal: 915.00  
Shipping: \$0.00  
Tax: \$0.00  
CREDIT/PREPAYMENTS: \$0.00  
TOTAL CHARGES CURRENT SHIPMENT: 915.00



To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment

INVOICE DATE 01/09/2024

DUE DATE 02/08/2024

ACCOUNT NUMBER 5290402

AMOUNT DUE 915.00

INVOICE NUMBER 026735311

Bill To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

Payable To:  
GALLS, LLC  
P.O. Box 505614  
St. Louis, MO 63150-5614

*1/11/24*



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Signature

01/17/24  
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312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

BILLING INQUIRIES (866)286-1358

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ACCOUNT NUMBER	5290402
TERMS	NET 30
INVOICE NUMBER	026735312
INVOICE DATE	01/09/2024
DUE DATE	02/08/2024
SHIP VIA	FEDEX Ground
P.O. NUMBER	318540 BODY ARMOR
ORDER# / ORDER DATE	25135872 11/13/2023
FOB SHIPPING POINT	F.O.B. Shipping Point

Ship To:  
NAVARRO COUNTY  
KEITH LEWIS  
312 W 2ND AVE  
JUSTICE CENTER  
NAVARRO TX 75110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
BP1141 BLK CSTM 00	GALLS G-FORCE LVL IIIA VEST WITH 2 CARRIERS Purchased for: STERLING COTTON	GPR	1	915.00	915.00

**RECEIVED**  
JAN 12 2024  
NAVARRO COUNTY  
AUDITOR'S OFFICE

789086184299

Subtotal: 915.00  
Shipping: \$0.00  
Tax: \$0.00  
CREDIT/PREPAYMENTS: \$0.00  
TOTAL CHARGE\$ CURRENT SHIPMENT: 915.00



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INVOICE DATE 01/09/2024

DUE DATE 02/08/2024

ACCOUNT NUMBER 5290402

AMOUNT DUE 915.00

INVOICE NUMBER 026735312

Bill To:  
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JUSTICE CENTER  
NAVARRO TX 75110

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GALLS, LLC  
P.O. Box 505614  
St. Louis, MO 63150-5614

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