



## **NAVARRO COUNTY AUDITOR'S OFFICE**

Natalie Robinson, First-Assistant

Patty Mosley, Assistant Lisa Clay, Assistant Vicki Lewis, Assistant Krystal McCollum, Assistant

300 W 3<sup>rd</sup> Ave., Suite 4

Corsicana, TX 75110

Kari Davis, Purchasing Assistant Fax: (903) 654-3097

Terri Gillen, County Auditor Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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 RECEIVED Vendor on purchase order does not match invoice JAN 12 2024 Insufficient documentation to process payment **NAVARRO COUNTY** Signature or date not present **AUDITOR'S OFFICE** 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:

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.

· Morios Steward Signature



## INVOICE

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

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

Sold To: NAVARRO COUNTY KEITH LEWIS 312 W 2ND AVE JUSTICE CENTER NAVARRO TX 75110 BILLING INQUIRIES (866) 286-1358

1 of 1

ACCOUNT NUMBER 5290402 TERMS NET 30 INVOICE NUMBER 026735313 INVOICE DATE 01/09/2024 DUE DATE 02/08/2024 SHIP VIA P.O. NUMBER FEDEX Ground 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: YAKELIN RAMIREZ	GPR	1	915.00	915.00
		RE	CEI	VED	
		NAV	RRO	COUNTY	
				OFFICE	

789086184299

Subtotal:

915.00

Shipping:

\$0.00

Tax:

\$0.00

CREDIT/PREPAYMENTS:

TOTAL CHARGES CURRENT SHIPMENT:

\$0.00 915.00

LLS

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

11/24



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Terri Gillen, County Auditor

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

Phone: (903) 654-3095

Signature

INTEROFFICE MEMO						
The a	tached item is being returned for the following reasons:					
X	Item incurred before purchase order issued					
X	Purchase order number is inconsistent with invoice					
0	Amount billed does not match the purchase order					
٥	Vendor on purchase order does not match invoice	<b>RECEIVED</b>				
	Insufficient documentation to process payment	JAN 12 2024				
٥	Signature or date not present	NAVARRO COUNTY AUDITOR'S OFFICE				
	System shows invoice paid	AUDITOR 3 OF FIELD				
٥	□ Budget Account Number (Line Item) is missing – Acct #					
٥	□ Insufficient budget in Line Item					
٥	<ul> <li>Payment Request inconsistent with County Policy</li> </ul>					
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: These items were added to an old Existing po. A new vo 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.						

**Date** 

## INVOICE

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

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

Sold To: NAVARRO COUNTY KEITH LEWIS 312 W 2ND AVE JUSTICE CENTER NAVARRO TX 75110 BILLING INQUIRIES (866) 286-1358

1 of

ACCOUNT NUMBER 5290402 TERMS NET 30 INVOICE NUMBER 026735311 INVOICE DATE 01/09/2024 DUE DATE 02/08/2024 SHIP VIA P.O. NUMBER FEDEX Ground 318540 BODY ARMOR

ORDER# / ORDER DATE FOB SHIPPING POINT

25135872 11/13/2023 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
3P1141 BLK CSTM 00	Dakota Yates	GPR	1	915.00	915.0
		RE	CEIV	VED	
		JA	1 1 2 2	024	
		NAVAR AUDIT	RO CO	UNTY FFICE	
	12.7			a	

789086184299

Subtotal: Shipping:

915.00 \$0.00 \$0.00

Tax:

CREDIT/PREPAYMENTS: TOTAL CHARGE\$ CURRENT SHIPMENT:

\$0.00 915.00

ALLS

To ensure proper payment application, ase write your account number coupon with your payment and include the att your payment

INVOICE DATE

01/09/2024

5290402

ACCOUNT NUMBER

AMOUNT DUE

915.00

02/08/2024

INVOICE NUMBER

DUE DATE

026735311

Payable To: GALLS, LLC P.O. Box 505614

St. Louis, MO 63150-5614

11/24

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



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Terri Gillen, County Auditor

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Phone: (903) 654-3095

Signature

e-mail: auditor@navarrocounty.org

Fax: (903) 654-3097

	INTEROFFICE MEMO	
The a	ttached item is being returned for the following reasons:	
X	Item incurred before purchase order issued	
X	Purchase order number is inconsistent with invoice	RECEIVED
	Amount billed does not match the purchase order	JAN 1 2 2024
	Vendor on purchase order does not match invoice	NAVARRO COUNTY AUDITOR'S OFFICE
٥	Insufficient documentation to process payment	
٥	Signature or date not present	
٥	System shows invoice paid	
	Budget Account Number (Line Item) is missing – Acct #_	
٥	Insufficient budget in Line Item	
	Payment Request inconsistent with County Policy	
	Other	
	e provide the additional documentation or explanation necestric ent request. This notice must remain attached to the payr	
	onal explanation: These items were added to an old distinct po. A new to should have be	een done!
confi	Department Head or Elected or Appointed Official must rming notification that the Navarro County Purchasing wed on this purchase.	
	Mones Steward 01/17/2	4

**Date** 

# FALLS

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Sold To: NAVARRO COUNTY KEITH LEWIS 312 W 2ND AVE JUSTICE CENTER NAVARRO TX 75110 BILLING INQUIRIES (866) 286-1358

5290402

026735312

NET 30

Page 1 of 1

ACCOUNT NUMBER TERMS

INVOICE NUMBER
INVOICE DATE
DUE DATE

SHIP VIA P.O. NUMBER 01/09/2024 02/08/2024 FEDEX Ground

318540 BODY ARMOR

ORDER# / ORDER DATE FOB SHIPPING POINT

25135872 11/13/2023 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	
		R	EC	EIVE	D
			JAN	1 2 2024	
		NA AU	VARR DITO	O COUNT R'S OFFIC	Y E

789086184299

Subtotal:

915.00

Shipping: Tax: \$0.00

CREDIT/PREPAYMENTS: TOTAL CHARGES CURRENT SHIPMENT:

\$0.00 915.00



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

026735312

Payable To:

P.O. Box 505614 St. Louis, MO 63150-5614 1/11/24

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