

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant

Patty Wells, Assistant

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Corsicana, TX 75110

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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 \_\_\_\_\_

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FEB 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: No PO 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.

Memo Steward  
Signature

3/06/24  
Date

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**Animal Care Clinic of Corsicana**  
3000 North Business 45  
Corsicana, Texas, 75110  
Ph: 903-872-4762  
Fax: 903-872-3865  
Email: [ivieacc@yahoo.com](mailto:ivieacc@yahoo.com)  
Webiste: [www.animalcareclinic.info](http://www.animalcareclinic.info)

Patient Information: ANIMAL ACCOUNT  
Other Small Other Small Mix  
Age: 15 years 11 months 8 days  
Sex: Unknown Sex  
Weight: 1Lb

Invoice Date: 02-14-2024

Description	Staff Member	Qty	Total
RABIES TESTING	Dr. Waylon W Ivie	1	\$155.00
Shipping	Dr. Waylon W Ivie	1	\$191.43

Subtotal: **\$346.43**  
Including tax: **\$346.43**  
Total: **\$346.43**  
Amount paid: **\$0.00**  
Balance: **\$346.43**

*Memo Steward*  
*3/06/24*

**Thank you for choosing Animal Care Clinic of Corsicana**

3000 North Business 45 Corsicana, Texas, 75110 • 903-872-4762 • [ivieacc@yahoo.com](mailto:ivieacc@yahoo.com)