



RECEIVED <sup>10</sup>

MAR 25 2024

NAVARRO COUNTY AUDITOR'S OFFICE

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:

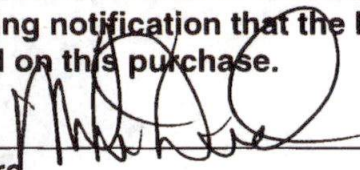
- Item incurred before purchase order issued
  - Purchase order number is inconsistent with invoice
  - Amount billed does not match the purchase order
  - Vendor on purchase order does not match invoice
  - Insufficient documentation to process payment
  - Signature or date not present
  - System shows invoice paid
  - Budget Account Number (Line Item) is missing – Acct # \_\_\_\_\_
  - Insufficient budget in Line Item
  - Payment Request inconsistent with County Policy
  - Other \_\_\_\_\_

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.

  
\_\_\_\_\_  
Signature

3-25-24  
\_\_\_\_\_  
Date



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

# Invoice

**GRAPHIC SOLUTIONS**

**RECEIVED**

MAR 25 2024

Date	Invoice #
3/18/2024	4670

NAVARRO COUNTY  
 AUDITOR'S OFFICE

<b>Bill To</b> NAVARRO CO. TAX ASSESSOR PO BOX 1070 CORSCIANA, TX 75151	<b>Ship To</b> NAVARRO COUNTY TAX ASSESSOR 601 N. 13TH ATTN: MIKE DOWD CORSIANA, TX 75110
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P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MIKE DOWD	Net 15	SK	3/18/2024	UPS	HIRAM, GA	030724-1

Quantity	Item Code	Description	Price Each	Amount
5,000	SERVICE FREIGHT	#10 WINDOW WITH PEEL N STICK CLOSURE	0.16	800.00T
		Sales Tax	104.98 0.00%	104.98T 0.00

**Total** \$904.98