



11

**NAVARRO COUNTY AUDITOR'S OFFICE**

MAR 21 '24 PM 3:08

**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:

*No PO*

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

Date

*3-18-2024*



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

**GRAPHIC  
SOLUTIONS**

# Invoice

Date	Invoice #
3/3/2024	4658

<b>Bill To</b>
NAVARRO COUNTY PLANNING AND DEVELOPM ENT 601 N 13TH STREET SUITE 1 CORSICANA, TX 75110

<b>Ship To</b>
NAVARRO COUNTY PLANNING AND DEVELOPM ENT 601 N 13TH STREET SUITE 1 CORSICANA, TX 75110

MAR 11 '24 2:14

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MELINDA	Net 15	SK	3/3/2024	FEDEX	ARLINGTON, TX	021524-1

Quantity	Item Code	Description	Price Each	Amount
1,000	SERVICE FREIGHT	#10 REGULAR ENVELOPES	0.32	320.00T
		Sales Tax	25.51 0.00%	25.51T 0.00

*Stacy Young*  
**received**  
 3-11-2024

	<b>Total</b>	\$345.51
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