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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 3rd 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 obtained -
Blanket PO closed without knowledge

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.

Monis Steward
Signature

4/24/24
Date

PO# 319894

Smith General Store
310-B S. 9th Street
Corsicana, Texas 75110
903-874-1372

Invoice: 128494
Drawer: 02
Employee: GLEM



Date: 04/15/2024
Time: 08:37:42 AM

DEBRA KELLEY
NAVARRO COUNTY - NEW ACCOUNT
312 W 2ND AVE
CORISICANA, TX 75110

Charge	Qty	Description	Price	Ext
Y	1	BIG V 14 % TOP NOTCH PIG FEED	0.00	\$18.99
Y	4	LONESTAR BLACK HOG CORN	0.00	\$52.00
			Subtotal:	\$70.99
			Tax: (8.25%)	\$5.80
			Total:	\$70.99

Lendered: \$0.00
 Change: \$0.00
Debra Kelly
 The sale of animal feed on credit is subject to Chapter 188, Agriculture Code. Failure to pay the agreed or reasonable charges for the feed may result in the attachment of a lien to the proceeds of the livestock for which the feed is used or the proceeds of the animal products produced from the livestock.

RECEIVED

APR 16 2024
Debra Kelly
 NAVARRO COUNTY
 AUDITOR'S OFFICE

Charge Signature
 Exempt Agricultural Purpose:
 Exemption Signature - #: 75-6901092