

272
RECEIVED



20

MAY 16 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 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 Did not request P.O

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.

Terri Gillen
Signature

5.20.24
Date



McKee Lumber Company
 104 North 7th
 Corsicana TX 75110
 903-874-6581
 Fax: 903-872-7936

CUSTOMER COPY



INVOICE

2405-534409 PAGE 1 OF 1

SOLD TO
NAVARRO CO. PRECINCT 300 W. 3RD AVE ATTN. AUDITORS CORSICANA TX 75110 RECEIVED

JOB ADDRESS
NAVARRO CO. PRECINCT 300 W. 3RD AVE ATTN. AUDITORS CORSICANA TX 75110 () -

ACCOUNT	JOB
1015	0
SOLD ON	5/14/2024 7:48:57 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	PRECINCT 2
STATION	MC6
CASHIER	RD
SALESPERSON	
ORDER ENTRY	

MAY 16 2024

NAVARRO COUNTY

Quantity	Unit	Item	Description	D	T	Price	Per	Amount
3	EA	109588	GT LHRP Shovel		Y	25.9900	EA	77.97

Debit: 212-612-321
 Desc: Shovel
 PO#: _____
 Invoice#: 2405-534409
 Vendor#: 347

#77.97
 Feb
 M

Payment Method(s)
 Charge to Acct 77.97

STATE 0.00% EXE: ON FILE	SubTotal	77.97
	Sales Tax	0.00
	Deposit	
Please Pay This Amount		77.97

Signature Tommy [Signature]