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NAVARRO COUNTY AUDITOR'S OFFICE

AUG 21 2024

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 _____

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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.

Moms Steward

8/22/24

Signature

Date

INVOICE

AKV PLUMBING CONTRACTORS
4720 W. 7TH AVE M# 39684
Corsicana, TX 75110

akvplumbing@yahoo.com
+1 (903) 872-3171
www.akvplumbing.com



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NAVARRO COUNTY
AUDITOR'S OFFICE

Bill to

NAVARRO COUNTY JAIL
300 W. 2ND AVE
CORSICANA, TX 75110

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NAVARRO COUNTY
AUDITOR'S OFFICE

Invoice details

Invoice no.: # 3875
Terms: Net 30
Invoice date: 08/20/2024
Due date: 09/19/2024

Debit: _____
Desc: _____
PO#: _____
Invoice#: _____
Vendor#: _____

#	Date	Product or service	Description	Qty	Rate	Amount
1.		COMMERCIAL DRAIN SERVICE	EMERGENCY CALL OUT (MEDICAL STOPPED UP HEAVY DEBRIS IN LINE)	1.5	\$254.25	\$381.38
2.		COMMERCIAL EMERGENCY LABOR	CALL OUT SERVICE FEE	1	\$239.25	\$239.25
					Total	\$620.63

Morris Steward
8/21/24