

out - rct+1

18

RECEIVED



RECEIVED

JAN 08 2023

JAN 15 2023

NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant  
Rhonda Knight, Assistant  
Lisa Clay, Assistant  
Vicki Lewis, 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 Did not call for PO

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

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

RECEIVED

ATWOODS of CORSICANA  
3500 WEST 7TH AVE

PAGE NO: 1

JAN 15 2025 VL

CORSICANA, TX 75110-4823  
PHONE: (903) 874-3200

NAVARRO COUNTY  
AUDITOR'S OFFICE

CUSTOMER NO: 2135	JOB NO: 000	PURCHASE ORDER: 321847	REFERENCE: PO # 321847	TERMS: NET 15TH	CLERK: MR3773	DATE / TIME: 1/8/25 10:45
----------------------	----------------	---------------------------	---------------------------	--------------------	------------------	------------------------------

SOLD TO:  
NAVARRO CO PCT 1  
300 W 3RD AVE STE 4  
  
CORSICANA TX 75110

SHIP TO:

TERMINAL: 567

SALESPERSON:  
TAX: T37 CORSICANA - CST

**INVOICE: 8422 /d**

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE /PER	EXTENSION
1	1	EA	35817005	5 GALLON SEAT TOP		1	34.99 /EA	34.99 N
1	1	EA	26580106	ZINC WHEEL JACK 10IN		1	69.99 /EA	69.99 N
REPRINT								
				Debit: 211-611-376				
				Desc: 5 Gall Seat Top, Wheel Jacks				
				PO#: NA				
				Invoice#: 8422/37				
				Vendor#: 5936				
				Did not get PO				
** AMOUNT CHARGED TO STORE ACCOUNT **						104.98	TAXABLE	0.00
							NON-TAXABLE	104.98
							SUB-TOTAL	104.98
							TAX AMOUNT	0.00
							<b>TOTAL AMOUNT</b>	<b>104.98</b>

*[Signature]*

Received By

(MATT BEAM)

\*\*\*\*\*RECEIVED\*\*\*\*\*  
#37 ATWOODS of CORSTICANA  
3500 WEST 7TH AVE  
CORSTICANA, TX 75705-4823  
(903) 874-3200

01/08/25 NAVARRO COUNTY AUDITOR'S OFFICE SALE

35817005	1 EA	34.99	EA	N
5 GALLON SEAT TOP				34.99
26580105	1 EA	69.99	EA	N
ZINC WHEEL JACK 10IN				69.99

SUB-TOTAL: \$ 104.98 TAX: \$ .00  
TOTAL: \$ 104.98  
CHARGE AMT: 104.98

Total Items: 2



==>> JRNL# A05928 INVT# 18422/37  
CUST NO: 2135  
Customer Copy

*shop*

*qh m*

Name: X  
MATT BEAM  
Acct: NAVARRO CO PC1 1  
PO#: 321847

THANK YOU FOR SHOPPING AT ATWOODS  
RECEIPT REQUIRED FOR RETURN OR EXCHANGE

I certify under penalty of perjury that  
my tax-exempt purchases are for use by a  
government organization.

\*\*\* Sign up today & start saving \*\*\*  
\*\*\* Text SAVE to 560-324-3263 \*\*\*  
\*\*\* to receive text messages \*\*\*