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RECEIVED



RECEIVED

JAN 08 2023

JAN 15 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

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 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 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 2023 25 VL

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

NAVARRO COUNTY
AUDITOR'S OFFICE

CUSTOMER NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
2135	000	321847	PO # 321847	NET 15TH	MR3773	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: 56 gal seat top, wheel Jacks PO#: NA Invoice#: 8422/37 Vendor#: 5936				
				Did not get PO				
						TAXABLE		0.00
						NON-TAXABLE		104.98
						SUB-TOTAL		104.98
						TAX AMOUNT		0.00
						TOTAL AMOUNT		104.98

** AMOUNT CHARGED TO STORE ACCOUNT ** 104.98



Received By

(MATT BEAM)

***** RECEIVED *****

#37 ATWOODS of CORSICANA
3500 WEST 7TH AVE
CORSICANA, TX 75705-4823
(903) 874-3200

01/08/25 11:57 AM SALE
NAVARRO COUNTY
AUDITOR'S OFFICE

35617005	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# 405928 INVN 18422/37
CUST NO: 2135
Customer Copy

shop

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

THANK YOU FOR SAVING 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 580-324-3263 ***
*** to receive text messages ***