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NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Stephanie Cates, Assistant
Lisa Clay, Assistant
Rhonda Knight, Assistant
Vicki Lewis, Assistant

Terri Gillen, County Auditor

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

Kari Davis, Purchasing Assistant

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: The new printer at the front desk ran out of ink and we needed it ASAP

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.

Arleta Jordan
Signature

02/20/25
Date



Departmental Purchase Requisition

Company JPI Clerk Jennifer Fields
Address 312 W. 2nd Ave
City Corsicana
State/Province TX Zip/Postal Code 75110
Country _____

Budget Number _____
Request Date 2/20/2025
Phone Number 903-654-3056
Fax Number _____
Contact Name Jennifer Fields

Stock No.	Description	Supplier	Quantity	Unit Cost	Amount
	HP 936 CMYK	WM	1		146 ⁰⁰
Comments			Total		146 ⁰⁰
			Shipping Charge		
			Grand Total		146 ⁰⁰

[Signature]
Authorized By Elected/Appointed Official

Date 2/20/2025

Return To: Navarro County Auditor's Office
300 West 3rd Avenue, Suite 10
Corsicana, TX 75110

Auditor Use Only

Vendor No: _____

Purchase Order No: _____

G/L Account No: _____

Auditor Approval: _____

Give us feedback @ survey.walmart.com
Thank you! ID#: 7VNC1M63S5K

Walmart *

WM Supercenter
903-872-6691 Mgr: STARRABISHA
3801 W STATE HIGHWAY 31
CORSCANA TX 75110
ST# 00565 OP# 009044 IE# 44 TR# 03735

ITEMS SOLD 1
TC# 2522 5015 7413 5559 4348 5



HP 936 CMYK 196548697580 146.00 X

SUBTOTAL	146.00
TAX1 8.2500 %	12.05
TOTAL	158.05
CASH TEND	200.00
CHANGE DUE	41.95



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02/20/25 10:03:26

Arleta Jada 2/20/25