

23

# RECEIVED NAVARRO COUNTY AUDITOR'S OFFICE

MAR 03 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

Terri Gillen, County Auditor

Phone: (903) 654-3095

300 W 3<sup>rd</sup> Ave., Suite 4

Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

Natalie Robinson, First-Assistant

Stephanie Cates, Assistant

Lisa Clay, Assistant

Rhonda Knight, Assistant

Vicki Lewis, Assistant

Kari Davis, Purchasing Assistant

Fax: (903) 654-3097

## INTEROFFICE MEMO

MAR 5 '25 AM 10:59

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

Please Sign & Return

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

3-5-2025



403 Bendito Way, Marble Falls, TX 78654  
Office 903-602-6003  
www.kp-graphics.com

**GRAPHIC  
SOLUTIONS**

# Invoice

**RECEIVED**

**FEB 28 2025**

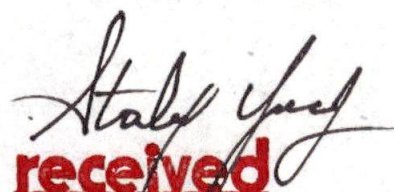
**NAVARRO COUNTY  
AUDITOR'S OFFICE**

Date	Invoice #
2/20/2025	4867

<b>Bill To</b>
NAVARRO COUNTY PLANNING AND DEVELOPM ENT 601 N 13TH STREET SUITE 1 CORSICANA, TX 75110

<b>Ship To</b>
NAVARRO COUNTY PLANNING AND DEVELOPM ENT 601 N 13TH STREET SUITE 1 CORSICANA, TX 75110

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
MELINDA	Net 15	SK	2/20/2025	UPS	ARLINGTON, TX	021225-1

Quantity	Item Code	Description	Price Each	Amount
500	SERVICE FREIGHT	10 X 13 ENVELOPES WITH PEEL AND SEAL CLOSURE  Sales Tax	0.76 31.36 0.00%	380.00T 31.36T 0.00
 <b>received</b> <b>2-24-2025</b>				

			<b>Total</b>	\$411.36
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