



NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor

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Corsicana, TX 75110

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Natalie Robinson, First-Assistant

Stephanie Cates, Assistant

Lisa Clay, Assistant

Rhonda Knight, Assistant

Vicki Lewis, Assistant

Kari Davis, Purchasing Assistant

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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 request PO

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 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]
Signature

Date

Warren Tire & Wheel
331 East 7th Ave.
Corsicana, TX 75110
903-874-1144



Invoice #: 41055
Terms: Net 10th

Bill To:
CUST #: 1730
NAVARRO COUNTY-PRICINT #2
300 WEST 3RD
CORNICANA, TX 75110
BUSINESS: 903-654-3030

RECEIVED

FEB 18 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

Unit #: 238
Vehicle: 2013 INTERNATIONAL 7500
BASE
License: 172855 / TX
Mileage: In: 1 / Out: 1
VIN #: 1HTWHAZT8DJ172858
PO #: TONY **NOPO**

Item #	Size	Description	Slam/Tech	Qty	FET	Parts	Labor	Extended
TX	TIRE LABOR	TIRE DISMOUNT/22.5	TW /SS	2	0.00	0.00	25.00	50.00
TX	TIRE LABOR	TIRE MOUNT/22.5	TW /SS	2	0.00	0.00	25.00	50.00
BAL	TIRE LABOR	TIRE BALANCE/BEAD BAGGED	TW /SS	2	0.00	0.00	20.00	40.00

Debit: 212-612-445

Desc: Unit 238 - Mount & Dismant Tire, Balanced

PO#:

Invoice#: 41055

Vendor#: 3233

SW R

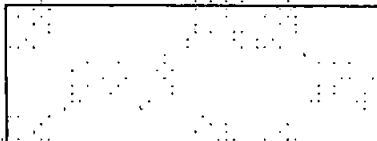
Comments:

THANK YOU FOR YOUR BUSINESS.
CONGRATULATIONS. WITH THIS PURCHASE YOU RECEIVE COMPLIMENTARY
ROADSIDE ASSISTANCE FOR 1 YEAR.
CUSTOMER IS RESPONSIBLE TO RECHECK ALL LOGNUTS AFTER PURCHASING
AFTERMARKET WHEELS, SPACERS/ADAPTERS

Cash: 0.00 Check: 0.00
Credit Card: 0.00 On Acct: 140.00

Amount Tendered: \$140.00
Total: - \$140.00
Change: \$0.00

Name Acct Auth Amount



Parts: 0.00
Labor: 140.00
Subtotal: 140.00
Sales Tax: 0.00
Total: \$140.00

Customer Authorization: