

RECEIVED



Pct 2

20

MAR 13 2025 NAVARRO COUNTY AUDITOR'S OFFICE

NAVARRO COUNTY
AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Stephanie Cates, Assistant
Lisa Clay, Assistant
Rhonda Knight, 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 Didn't get 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

3-10-23
Date



RDO Equipment Co.
215 Enterprise Blvd.
PO Box 128
Hewitt, TX 76643
254-666-3900
Fax: 254-666-7466

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MAR 13 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

For Billing Inquiries or to
receive invoices via E-mail or
MyDealer website, please contact
RDOAR@rdoequipment.com

Ship to: N/A

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MAR 04 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

Invoice to: NAVARRO COUNTY PCT #2
NAVARRO CTY AUDITORS OFFC
300 W 3RD AVE
CORSICANA TX 75110

Contact: TYRONE BAILEY

Branch
WACO, TX

Date
03/03/25

Account No.
3096002

Ship Via

Tax Exemption Number

Time
21:13:28 (B)

Phone No.
9036543095

Purchase Order
322797

Federal ID Number

Page
01

Invoice No.
W6540620

Salesperson
CVV

Wrong PO
Did not get PO

SERVICE INVOICE

STK#/FLEET#	HRS	PIN/EIN	WARRANTY DATE	HRS
X903177	670GP MOTOR GRADER	3506	1DW670GPCKF702595	10/30/20
981141	670G	E	RG6090U078874	10/29/23
				4000 X

** Buy parts online and view your invoices at RDOequipment.com/account.
Create your FREE RDO Account today!

SEGMENT# 1 C DJQ01 PM20-0500 02/24/25 02/24/25 02/28/25
500 HOUR SERVICE

CONDITION:

Service Due

DIAGNOSTICS:

Preform 500 Hour Service

REPAIR:

Change engine oil and filter element Y
Change fuel filter(s) Y
Check axle oil level Y
Check brake accumulator action Y
Check circle gearbox oil Y
Check coolant level Y
Check hydraulic oil level Y
Check wheel hub oil level N/A
Check receiver dryer moisture indicator Y
Check tandem oil level Y
Check transmission oil level Y
Lubricate Balderson style front lift N/A
Lubricate blade Y
Lubricate draft frame ball Y
Lubricate frame hinge pivots Y
Lubricate front axle pivot Y
Lubricate front axle pivot pin(s) Y
Lubricate saddle lock pins Y
Lubricate scarifer N/A

Sub

\$559.24

Debit: 212-612-445
Desc: Unit 202 - 500 Service Hour
PO#: NA
Invoice#: W6540620
Vendor#: 2860

BB# 685-22

\$532.00

Debit: 212-612-445
Desc: Unit 202 - Labor
PO#: NA
Invoice#: W6540620
Vendor#: 2860

CONTINUED ON PAGE 02

Thank you for your business



RDO Equipment Co.
215 Enterprise Blvd.
PO Box 128
Hewitt, TX 76643
254-666-3900
Fax: 254-666-7466

For Billing Inquiries or to
receive invoices via E-mail or
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Branch
WACO, TX

Date
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Page
03

Account No.
3096002

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Purchase Order
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Tax Exemption Number

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Salesperson
CVV

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AUDITOR'S OFFICE

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NAVARRO CTY AUDITORS OFFC
300 W 3RD AVE
CORRICANA TX 75110

Contact: TYRONE BAILEY

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS	
X903177	670GP MOTOR GRADER	3506	1DW670GPCKF702595	10/30/20		
981141	670G		E RG6090U078874	10/29/23	4000 X	
				PARTS		559.24
				LABOR		532.00
				TOTAL DUE RDO		1091.24

-----+
| Payments are due on your RDO account 30 days from the invoice date |
+-----

PLEASE REMIT TO: RDO EQUIPMENT CO.
P.O. BOX 7160
FARGO, ND 58106-7160

Thank you for your business



RDO Equipment Co.
215 Enterprise Blvd.
PO Box 128
Hewitt, TX 76643
254-666-3900
Fax: 254-666-7466

For Billing Inquiries or to
receive invoices via E-mail or
MyDealer website, please contact
RDOAR@rdoequipment.com

Ship to: N/A

Branch
WACO, TX

Date
03/03/25

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Invoice No.
W6540620

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NAVARRO CTY AUDITORS OFFC
300 W 3RD AVE
CORSICANA TX 75110

MAR 04 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

Ship Via

Purchase Order
322797

Tax Exemption Number

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Salesperson
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Contact: TYRONE BAILEY

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STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X903177	670GP MOTOR GRADER	3506	1DW670GPCKF702595	10/30/20	
981141	670G		E RG6090U078874	10/29/23	4000 X

Lubricate shift cylinders Y
Lubricate steering components Y
Lubricate tandem pivots Y
Lubricate unit lift inner pivot pins and unit lift
cylinders Y
Test hydraulic oil Y
Pull All Fluid Samples Required
Grease Entire Machine
Inspect All Functions

ADDITIONAL DESCRIPTION:

500 Hour Service

AT315231	CAP PROBE	5
	Test/Measure Supply Item	
AT346594	KIT	8
AT365869	FUEL FILTER	1
DZ112918	FILTER ELEMENT	1
DZ118283	Filter Kit	1
DZ130550	Filter Element	1
TY26349	TUBING	36
TY26675	PLUS-50 TM ENGI	1
	PLUS-50 II OIL 15W40 CK4/SN	
TY26679	PLUS-50 TM ENGI	1
	PLUS-50 II OIL 15W40 CK4/SN	
TY6341	GREASE	2
	green	

10401099

PARTS	559.24
LABOR	532.00
SEGMENT TOTAL==>	1091.24

***** WORK ORDER TOTALS *****
CONTINUED ON PAGE 03

Thank you for your business