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NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor

Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
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

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:

PO not requested
Inv # 763134

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 _____



PO Box 2127 Corsicana TX 75151

RECEIVED

FEB 27 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

INVOICE

Customer #:	163873
Payment Terms:	Net 60
Invoice #:	763134
Invoice Date	2025-02-26
Total Due	\$193.41

Make Check Payable to: Nelson Propane

Amount Enclosed: \$

NAVARRO COUNTY PRECINCT 3
300 W 3RD AVE SUITE 4
CORSICANA, TX 75110

Nelson Propane
PO Box 2127
Corsicana, TX 75151

Customer Name		Delivery/Service Address		Cust #	Invoice #	Inv Date
NAVARRO COUNTY PRECINCT 3		700 Austin Avenue - Richland, TX 76681		163873	763134	2025-02-26
Quantity	Item Number	Description		Unit Price		TOTAL
69.80	Propane	Propane Delivered By: Tony K on 02/26/2025 Starting Meter Reading: 0, Ending Meter Reading: 69.80		\$2.7000		\$188.46
1.00	HazMat Compliance F	HazMat Compliance Fee		\$4.9500		\$4.95

Debit: 213-613-430
Desc: 69.80 Gal - Propane \$188.46
PO#: NA
Invoice#: 763134
Vendor#: 366
Hazmat Fee \$4.95

Tank/Equipment: Fuel Tank - Richland Barn

For Fuel or Service At:
700 Austin Avenue - Richland, TX 76681

Sub Total	\$193.41
Charges	\$0.00
Tax Total	\$0.00

ACCOUNT BALANCE	\$370.01	TOTAL DUE	\$193.41
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Online payment is available at www.NelsonPropane.com
*** AUTO PAY CUSTOMERS - You will be drafted 3 days after invoice date ***
*** Invoice for your records only ***

Nelson Propane
PO Box 2127
Corsicana, TX 75151

903-874-5641|www.NelsonPropane.com

www.nelsonpropane.com