



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

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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 P.O. Used BPO

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 _____

Date _____


RECEIVED

FEB 27 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

ATWOODS of CORSICANA
3500 WEST 7TH AVE

CORSICANA, TX 75110-4823
PHONE: (903) 874-3200

PAGE NO: 1

CUSTOMER NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
2145	000	321818	PO # 321818	NET 15TH	KT3725	10/31/24 10:24

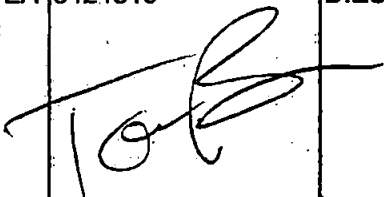
SOLD TO:
NAVARRO CO PCT 3
300 W 3RD AVE STE 4
CORSICANA TX 75110

SHIP TO:

TERMINAL: 567

SALESPERSON:
TAX: T37 CORSICANA - CST

INVOICE: 8316 /d

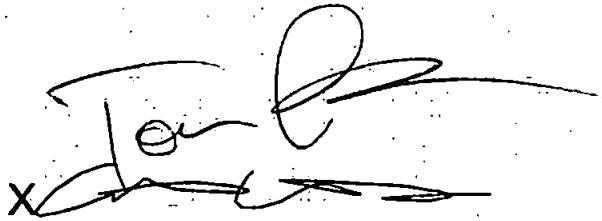
SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE /PER	EXTENSION
12	12	EA	8424316	DIESEL EXHAUST FLUID 2.5 GALLON		12	8.49 /EA	101.88 N
								
Debt: 213-613-321 Desc: DEF PO#: 321818 Invoice#: 8316137 Vendor#: 5936								

** AMOUNT CHARGED TO STORE ACCOUNT **

101.88

TAXABLE 0.00
NON-TAXABLE 101.88
SUB-TOTAL 101.88

TAX AMOUNT 0.00
TOTAL AMOUNT 101.88



(CLINT WATSON)

Received By

RECEIVED

#37 ATWOODS of CORSICANA
3500 WEST 7TH ST
CORSICANA, TX 75110-4823

NAVARRO COUNTY

AUDITOR'S OFFICE

10/31/24 10:24AM RT3725 567 SALE

8424316 12 EA 8.49 EA N
DIESEL EXHAUST FLUID 2.5 GALL 101.88

SUB-TOTAL:\$ 101.88 TAX:\$.00
TOTAL:\$ 101.88

CHARGE AMT: 101.88

Total Items:12



==> JRNL# J60603 INV# 8316/37

CUST NO: 2145

Customer Copy

[Handwritten signature]

[Handwritten signature]

Name: X _____
CLINT WATSON
Acct: NAVARRO CO PCT 3
PO#: 321818

THANK YOU FOR SAVING AT ATWOODS
RECEIPT REQUIRED FOR RETURN OR EXCHANGE!

I certify under penalty of perjury that
my tax-exempt purchases are for use by
government organization.

*** Sign up today & start saving **
*** Text SAVE to 580-324-3263 **
*** to receive text messages **