



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

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 \_\_\_\_\_

Date \_\_\_\_\_



CTWP Copy Center  
117 S Beaton St  
Corsicana, TX 75110 United States  
printme@ctwpcopycenter.com | (903) 872-6657

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VED

Invoice #01039

MAR 25 2025

Issue date  
Mar 25, 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

## Precinct 1 Photos of EmHouse road Low Water Crossing for Jason Grant's Austin Meeting

### Customer

Navarro County (no tax)  
Auditor's office  
auditor@navarrocounty.org  
(903) 654-3095  
300 W. 3rd St.  
Corsicana, TX 75110

### Invoice Details

PDF created March 26, 2025  
\$59.69  
Service date March 25, 2025

### Payment

Due April 24, 2025  
\$59.69

Items	Quantity	Price	Amount
12x18, 13x19 Color Print	6	\$0.55	\$3.30
Mount#1 11x17 and smaller	6	\$3.50	\$21.00
279658 80lb Gloss Card Stock 13"x19" Sheet	6 sh	\$0.20/sh	\$1.20
24" White Foamboard, Self Adhesive, inch	78 in	\$0.38/in	\$29.64
Subtotal			\$55.14
Sales tax			\$4.55

**Total Due**

**\$59.69**

### Return Policy

14 Day return with receipt and original packaging. All return subject to 25% restock.

Debit: 211-611-310  
Desc: Prints, Card Stock, Foam board  
PO#: NA  
Invoice#: 01039  
Vendor#: 7587



### Pay online

To pay your invoice go to <https://squareup.com/u/4Ket2jF6>

Or open the camera on your mobile device and place the QR code in the camera's view.