

RECEIVED

MAR 19 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  
Phone: (903) 654-3095

300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110

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 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 \_\_\_\_\_



Cole Distributing Company  
P.O. Box 1582  
Palestine, TX 76002  
(903) 723-8585

RECEIVED

Invoice No: IN-069358  
Invoice Date: Fri 03/07/2025  
Delivery Date: Fri 03/07/2025

Account ID: 55287

MAR 19 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

Original

Bill To:

NAVARRO COUNTY  
300 W 3rd  
Ste 4  
Corsicana, TX 75110

Ship To:

ID: 1  
Navarro County Precinct 1  
4201E HWY 22  
Corsicana, TX 75110

Order No: OD-100853

Reference No.:

P.O. No: KENNETH

Salesperson: Bid accounts

Carrier:

COLE DISTRIBUTING

Description	From Site	BOL No	Units	Unit Price	Total
PRIMROSE PWR MASTER 405C/1	5030		1.0000	1 Gallon con 69.990000	69.99
Tax and Other Charges Included in Price		Basis	Rate	Amount	
Sales Tax 8.25 - PRIMROSE PWR MASTER 405C		\$69.99		0.00	

Debit: 211-611-321  
Desc: 1 Gal - PowerMaster  
PO#: NA  
Invoice#: IN-069358  
Vendor#: 7963

Invoice Total

\$69.99

\*\*\*\*Payment Terms Summary\*\*\*\*

Due by Sun 04/06/2025 (Net 30)

69.99



142425

**1200 N Bus. 45 • Corsicana, Texas 75110**

**903-872-6621 • 903-303-5571**

**Cole Distributing Company, LLC**  
PO Box 1582  
Palestine, TX 75802

☐ CASH☒ CHARGE

## RETURNS

☐ **TRANSFER**☐ PAYMENT

DATE \_\_\_\_\_

### BULK PLANT

ACCOUNT NO.

NAME \_\_\_\_\_

**ADDRESS****PHONE**

**SUBJECT TO CORRECTION OF CLERICAL ERRORS  
DO NOT DESTROY-THIS IS YOUR INVOICE AND MANIFEST**

**CUSTOMER ORDER NO:**

No PO

PACKAGES		PRODUCT	PRODUCT CODES	QUANTITY	UOM	PRICE EACH	AMOUNT
NO.	Kind, Size and No. to Case						
	BULK	GASOLINE / FLAMMABLE LIQUID 3 UN 1203 II					
		REGULAR UNLEADED					
	BULK	FUEL/OIL COMBUSTIBLE LIQUID NA 1993 III LOW SULFER (Diesel No.2)					
	BULK	FUEL/OIL COMBUSTIBLE LIQUID NA 1993 III DYED DIESEL (Diesel No.2)					
4 gal		Powers Master 405C					69.79
DATE			NOTES:			RECEIVED  MAR 07 2025  NAVARRO COUNTY AUDITOR'S OFFICE	
ARRIVAL							
DEPARTURE							
TRUCK							
Emergency Contact LONE STAR HAZMAT 888-942-9628						Subtotal	
						Sales Tax	
						CC Fee	
Delivered By (\$ )		Received Quantity Customer		Load Time 7:30		TOTAL AMOUNT	

Liability for State Motor Fuel tax shown on invoice has been assumed and will be paid as required by law. Seller warrants and agrees that goods delivered hereunder were produced in compliance with all applicable requirements of Section 6, 7 and 12 of the Fair Labor Standards Act of 1938 as amended and of regulations and orders of the Administrator of the Wage and Hour Division issued under Section 14 thereof.

**Customer Signature**

DATE: \_\_\_\_\_

**AMOUNT:**

## CHECK

CASH

**CARD**