

Pct 1

RECEIVED

APR 17 2025

NAVARRO COUNTY
AUDITOR'S OFFICE



RECEIVED

APR 21 2025

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 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



INVOICE

Purvis Industries Corsicana

APR 17 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

P.O. Box 540757

Dallas, TX 75354

235456-1.12 0 599-1.1 1oz

INVOICE	
32038506	
Invoice Date	Page
03/31/2025 16:58:47	1 of 1
ORDER NUMBER	
12546269	

BILL TO:
NAVARRO COUNTY PRCT1
ATTN: ACCOUNTS PAYABLE
300 W 3RD AVE
CORSICANA TX 75110

Branch: 1003

Ship To:

NAVARRO COUNTY PRCT1
300 W 3RD AVE
COUNTY AUDITOR
CORSICANA , TX 75110
US

Debit: 211-611-321
Desc: Bggring
PO#: NA
Invoice#: 32038506
Vendor#: 389

Ordered By: Mr. Matt .

Customer ID: 47106

PO Number	Term Description	Net Due Date	Disc Due Date	Discount Amount
319894 per Chris	NET 30 DAYS	04/30/2025	04/30/2025	0.00

Order Date	Pick Ticket No	Primary Salesrep Name	Taker
03/26/2025 12:02:06	22370613	HSE HSE COR_1003	KGARNERWAY

Quantities					Item ID	Pricing	Unit	Extended
Ordered	Shipped	Remaining	UOM	Unit Size	Item Description	UOM	Price	Price
						Unit Size		

Carrier: CUSTOMER PICK-UP

Tracking #:

3.00	3.00	EA	1.0	10SF16 TIMKEN Spherical Plain Bearing Radial	EA	1.0	46.0167	138.05
1.00	1.00	EA	1.0	10SF16 TIMKEN Spherical Plain Bearing Radial	EA	1.0	46.0167	46.02

Total Lines: 2

Total Freight In: 27.34

Total Freight Out: 0.00

SUB-TOTAL: 184.07
TOTAL FREIGHT: 27.34
TAX: 0.00
AMOUNT DUE: 211.41

For Payment Inquiries, please contact Accounts Receivable at (214) 358-5500.

Past due balances are subject to a 1.5% monthly finance charge.

All information is confidential and proprietary of Purvis Industries .

