

Huffman Communications Sales, Inc.

903.872.6032 Fax
P.O. Box 1753
Corsicana, Texas 75151

Sales Invoice

DATE	INVOICE NO.
4/17/2025	41762

BILL TO
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

SHIP TO
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110 <i>D Yates</i>

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
	Net 30	SCH	4/17/2025			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT
Labor Tech 1	Hourly Labor - Technician Level 1 Services to repair power problem on unit 2124			1	120.00	120.00
Debra Keller 4/24/25						

	Total	\$120.00
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RECEIVED

APR 24 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

RECEIVED

APR 28 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

Natalie Robinson, First Assistant
Stephanie Cates, Assistant
Lisa Clay, Assistant
Rhonda Knight, Assistant
Vicki Lewis, Assistant

Karl 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: No PO obtained

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