

RECEIVED
MAY 12 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

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 _____

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

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



TIRE & TOWING INC

B&W Tire & Towing

1310 North Business 45
Corsicana, TX 75110
(903) 872-3349
Shop@bwtireandtowing.com

Invoice for RO #4290

Service Advisor: Brett Norakas
Posted Date: 05/07/25 at 04:26 PM CDT
Client: NAVARRO COUNTY SHERIFF OFFICE
Vehicle: 2017 Chevrolet Tahoe PPV

| | | |
|--|---|---|
| NAVARRO COUNTY SHERIFF OFFICE 312 W 2ND AVE CORSICANA, TX 75110 Phone: (903) 654-3002 Email: DKelley@NCSOTX.ORG | 2017 Chevrolet Tahoe PPV 5.3L 8Cyl FLEX L83 Naturally Aspirated VIN: 1GNLCDE9HR251290 License: 1342830 Unit #: 2795 Color: N/A Odometer In: 155782 / Out: 155782 | RO # 4290 PO # 323463 Time-In: 05/07/25 at 08:03 AM CDT Save Parts: No <i>Tyrone Martin</i> |
|--|---|---|

| | | | |
|---|---|---|-----------------|
| 1 - Remove & Replace Suspension Control Arm Tech: C Briones | | | |
| Labor: | Remove & Replace Rear Lower Suspension Control Arm (Both Sides) | | \$112.50 |
| Parts: | Precision Suspension Control Arm | 1 | \$52.22 |
| | Precision Suspension Control Arm | 1 | \$52.22 |
| | Dorman - Autograde Wheel Lug Stud | 1 | \$3.11 |
| | lug nut | 3 | \$31.32 |
| ✓ Approved on 05/07/25 at 04:09 PM CDT | | | \$251.37 |

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Total Repair Order & Signature:

Ashley Kelley 5/8/25

X

| | |
|---------------------|-----------------|
| Total Jobs: | \$251.37 |
| Total Fees: | \$0.00 |
| Subtotal: | \$251.37 |
| Grand Total: | \$251.37 |
| BALANCE DUE: | \$251.37 |

Debit: 101-560-445
 Desc: Unit 2795 - Replaced Control Arm
 PO#: Ref 323463
 Invoice#: 4290
 Vendor#: 4475

PURCHASE ORDER

323463

NAVARRO COUNTY

300 WEST 3RD AVENUE, SUITE 4

CORSICANA, TX 75110

PHONE: (903) 654-3095

TAX EXEMPT #75-6001092

04/28/2025

PP 07/2025

FAX: (903) 654-3097

PAYMENT TERMS: TEXAS PROMPT PAYMENT ACT

VENDOR: 004475 B & W TIRE & TOWING INC

GENERAL FUND

1310 N BUSINESS 45

CORSICANA, TX 75110

COUNTY SHERIFF

(903) 872-3349

| Qty | Description | Account | Item Amount | Item Total |
|-----|---------------------------|-------------|-------------|------------|
| 1 | UNIT 2327 - REPAIRED ROTO | 101-560-445 | 300.00 | 300.00 |
| 1 | UNIT 2327 - LABOR - REPAI | 101-560-445 | 195.00 | 195.00 |

✓ Unit 2795 - Replace Bent Trailing Arm
labor

300.00
195.00
495.00

GRAND TOTAL

495.00

495.00

\$495.00

APPROVED BY:

Natalie Robinson

DATE

04/28/2025

NATALIE ROBINSON / TERRI GILLEN

ELECTRONIC INVOICES SHALL BE SENT TO AUDITOR@NAVARROCOUNTY.ORG

PAYMENT WILL BE MADE IN ACCORDANCE WITH TEXAS PROMPT PAYMENT ACT, TGC, SUBTITLE F, CHAPTER 2251. BUDGET PROVISIONS HAVE BEEN MADE & FUNDS ARE OR WILL BE AVAILABLE TO MEET THIS OBLIGATION WHEN DUE, PROVIDED THERE IS PROPER & LEGAL PERFORMANCE.