

RECEIVED
JUN 07 2025
NAVARRO COUNTY
AUDITOR'S OFFICE



NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor
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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: Immediate Repair Required to Deploy
TLA

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.

John Smith
Signature

6/1/25
Date



Departmental Purchase Requisition

Company Kim Boales
Address 213 SWCR 3040
City Corsicana
State Texas Zip/Postal Code 75110
Country USA

Budget Number 101-568454
Request Date 05/16/25
Phone Number 803-602-9339
Fax Number _____
Contact Name Kim Boales CERT

Item No.	Description	Quantity	Unit Cost	Amount
285318	Electric Tongue Jack	1	\$252.85	\$252.85
Comments Emergency Repair required prior to requesting Purchase Order for Emergency Response Trailer <i>Kim Boales</i> <i>Kim Boales</i>		Reimbursement		Subtotal \$252.85
				Shipping Charge \$19.98
				Total \$272.83

John W. Smith
Authorized by Official/Department Head

Date: 05/16/25

Return To: Navarro County Auditor's Office
601 North 13th Street, Suite 6
Corsicana, Texas 75110

auditor@navarrocourt.org

Auditor Use Only

Vendor No: _____
Purchase Order No: _____
G/L Account No: _____
Auditor Approval: _____