

RECEIVED

JUN 03 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

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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

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: Work had been ordered & done before PO Request.

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

6/6/25

**TROPHIES UNLIMITED**  
*Leaving My Mark*

420 N Beaton St.

Corsicana, Texas 75110

(903) 872 - 6292 trophiesunlimited@yahoo.com

**Invoice**

Invoice # 20734

Account # C6349

Inv Date 5/23/2025

Date Due 6/22/2025

Terms Net - 30

PO #

**Bill To**

Navarro County District Clerk

**Ship To**

Corsicana, TX 75110

Janet Henderson

SKU	Description	QTY	Rate	Total
Slider plate	Slider plate -10X2 Walnut - bevelled JUDGE WALLER	1.000	\$8.00	\$8.00

*Donell Waller*

*Thank you for allowing us  
to touch the hearts  
of those you care about!*

Subtotal	\$8.00
Tax	\$0.00
Tax 2	\$0.00
Shipping	\$0.00
Total	\$8.00
Payment	\$0.00
Balance	\$8.00



Sent to Auditor 5/30/25  
for PO#



## Departmental Purchase Requisition

Company Trophies Unlimited Budget Number JPL Waller  
Address 420 N. Beaton Request Date \_\_\_\_\_  
City Cors. 2 Phone Number \_\_\_\_\_  
State/Province 2x Zip/Postal Code 75110 Fax Number \_\_\_\_\_  
Country \_\_\_\_\_ Contact Name \_\_\_\_\_

Description		Quantity	Unit Price	Amount
	Slider Plate (NAME) JUDGE WAUER			8 <sup>00</sup>
Comments				Total
				Shipping Charge \$ 8 <sup>00</sup> Grand Total

Danell Waller

Authorized By Elected/Appointed Official

Date

5/29/2025

Return To:

Navarro County Auditor's Office  
300 West 3rd Avenue, Suite 10  
Corsicana, TX 75110

Auditor Use Only

Vendor No: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

G/L Account No: \_\_\_\_\_

Auditor Approval: \_\_\_\_\_