

29
RECEIVED

JUN 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

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

6/23/25

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JUN 18 2025
NAVARRO COUNTY
AUDITOR'S OFFICE

H3 Outdoors llc

305 Brown St

Tech# 37465

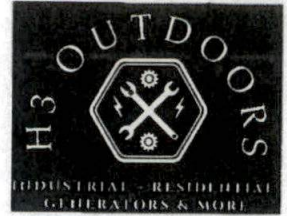
Kerens, TX 75144-6209

(254) 315-6478

mattherod@h3outdoorsllc.com

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JUN 18 2025

**NAVARRO COUNTY
AUDITOR'S OFFICE**JUN 1 - 2025
**NAVARRO COUNTY
AUDITOR'S OFFICE****INVOICE**BILL TO
312 W. 2nd Ave
Corsicana
Tx
75110
USAINVOICE 1219
DATE 06/10/2025
TERMS Net 15
DUE DATE 06/25/2025

DATE	PART NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
	Emergency Service call	Emergency Service Call	2	300.00	600.00

Emergency Holiday call out on 5/26/2025
Customer lost power all generators cranked and transferred as usual.
When power was restored by oncor the sally port generator would not
shut down. Unit would return to idle but not shut down- tested transfer
switches found problem on generator the fuel return hose was wedged in
the way of the shut down solenoid not allowing the actuator to fully shut
down unit removed hose and rerouted it unit starts and dies as it should
Daily Late fees applied to anything over 30 days

SUBTOTAL	600.00
TAX	0.00
TOTAL	600.00
BALANCE DUE	\$600.00

 6/17/25