

RECEIVED

JUL 07 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor

Phone: (903) 654-3095

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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: Must get a Purchase Order BEFORE purchase

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

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JUL 08 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

7/7/25

INVOICE

Action Sign & Banner LLC
617 N Main St
Corsicana, TX 75110-3027

actionsign.banner@gmail.com
+1 (903) 872-4466

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NAVARRO COUNTY
AUDITOR

Bill to
Navarro County Sherriff Dept

Ship to
Navarro County Sherriff Dept

Invoice details

Invoice no.: 5249
Terms: Due on receiptd
Invoice date: 06/30/2025

P.O. Number: Unit # 2346
Sales Rep: Farm Truck

Debit: _____
Desc: _____
PO#: _____
Invoice#: _____
Vendor#: _____

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Vehicle Decal	full unit striping - Unit # 2346	1	\$375.00	\$375.00

Ways to pay



Contact Action Sign & Banner to pay.
903-872-4466

Subtotal **\$375.00**
Sales tax ~~\$90.94~~ *we dont pay Tax*
Total **\$405.94**

View and pay

in Auditors 07/03/25