

ray 1108

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NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Stephanie Cates, Assistant
Lisa Clay, Assistant
Rhonda Knight, Assistant
Vicki Lewis, Assistant

Terri Gillen, County Auditor
Phone: (903) 654-3095

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

e-mail: auditor@navarrocounty.org

Kari Davis, Purchasing Assistant
Fax: (903) 654-3097

INTEROFFICE MEMO

The attached item is being returned for the following reasons:

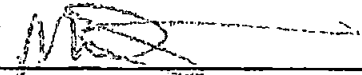
- Item incurred before purchase order issued
- Purchase order number is inconsistent with invoice
- Amount billed does not match the purchase order
- Vendor on purchase order does not match invoice
- Insufficient documentation to process payment
- Signature or date not present
- System shows invoice paid
- Budget Account Number (Line Item) is missing – Acct # _____
- Insufficient budget in Line Item
- Payment Request inconsistent with County Policy
- Other _____

RECEIVED
JUL 02 2025
NAVARRO COUNTY
AUDITOR'S OFFICE

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



2330 County Road 172
 Round Rock, TX 78681
 PH: (512) 388-4989
 FX: (512) 388-2986

Order Approval: 203473

Date Ordered: 6/16/25
 DUE DATE 7/7/25
 Ship/Delivery 7/7/25

Ordered By	Phone	Fax	Email
Mike Davis			mdavis@navarrocounty.org

NAVARRO COUNTY
 PO BOX 307

SHIP TO:
 NAVARRO COUNTY

Customer #	PO Number	Terms	Salesperson	Ship Method
14376	patches-mike	COD	Desiree Guillory	UPS Ground

Qty	Unit Price	Total Price
100	3.75	375.00

100

patches Custom 4 5/8" Patches

Subtotal	375.00
Sales Tax	30.94
Shipping/Han	
Total	405.94
Paid	
Balance	405.94

Note:

 7-1-2025

101-551-312

Authorized By: Signature

Printed Name

Title

Date