

May 1/28

32

NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First Assistant
Stephanie Cates, Assistant
Lisa Clay, Assistant
Rhonda Knight, Assistant
Vicki Lewis, Assistant
Kari Davis, Purchasing Assistant

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

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

e-mail: auditor@navarrocounty.org

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

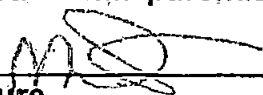
JUL 02 2025

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

INVOICE

On Site Decals, LLC
12807 Royal Drive
Suite 101
Stafford, TX 77477

accounts@onsitedecals.com
+9949000



Bill to
Navarro County Constable Precinct 1
300 W. 3rd Ave
Corsicana, TX 75110

Ship to
201 West Main Street
Corsicana, TX 75859

Shipping Info

Ship via: UPS
Ship date: 06/30/2025
Tracking no.: 1ZXA86783598445138

Invoice details

Invoice no.: 18651
Terms: Net 30
Invoice date: 06/30/2025
Due date: 07/30/2025

Order #: 13906
Estimate #: 15269

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Constable Graphics - UnInstalled	Design, manufacture, and ship on qty 2 magnetic decals for Navarro County Constable Precinct 1. Graphics are digitally printed on reflective 3M 680CR with a 3M gloss laminate, mounted on a magnetic sheet.	2	\$135.00	\$270.00

Order# 13906

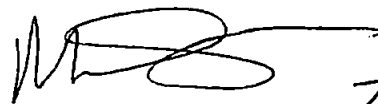
Total

\$270.00

Note to customer

ONSITEDECALS, LLC
12807 Royal Drive
Suite 101
Stafford, Texas 77477

PLEASE NOTE: There is a 3% fee for all credit card payments.

 7/1/2025

101-551-312