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RECEIVED

Invoice

JUN 25 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

Cowboy E Lock and Key LLC
PO Box 874
Wylie, TX 75098
Office Phone: 214-478-5354
Mobile Phone: 214-478-5354
cowboyelockandkey@yahoo.com

Invoice Number: I250618613
Invoice Date: Jun 13, 2025
Payment Terms: Payment 30 days after
invoice date
Invoice Amount: 132.25
Created By: Eddie Alaniz

Billing Address
Texoma HIDTA
6303 Commerce
Irving, TX

Shipping Address
Lobby Entrance

Item #	Item Name	Quantity	Unit Price	Taxable	Total
1868	Service Call	1.00	96.00		96.00
1017	Labor Door adjustment to improve release/closure	0.25	115.00		28.75
1845	Fuel Surcharge Dallas Area	1.00	7.50		7.50

Comments:
O/B: Damien

Subtotal: \$ 132.25
Invoice Amount: \$ 132.25

2023
OPS
Facilities
AS



NAVARRO COUNTY AUDITOR'S OFFICE

601 North 13th Street, Suite 6
Corsicana, Texas 75110
e-mail: bsimon@navarrocounty.org

Phone: (903) 654-3095 Fax: (903) 654-3097

Terri Gillen, Internal Auditor
Natalie Robinson, First Assistant
Patty Wells, Assistant
Jessica Warren, Assistant
Kaye Martin, Assistant

INTEROFFICE MEMO

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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
- ☐ Budget Account Number (Line Item) is missing – Acct # _____
- ☐ Insufficient budget
- ☐ 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: Front door would not latch, had to get locksmith out
to repair door at end of day

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

6/24/25
Date