

RECEIVED

JUL 22 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

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

Terri Gillen, County Auditor

300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

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### 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 Did not request PO

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



3751 STATE HWY 31 N  
MCKINNEY, TX 75069  
908-872-0505  
NAVARRO COUNTY  
AUDITOR'S OFFICE

Ticket: 19872  
Date: 7/15/25 Time: 11:59 AM  
Store: 490 Register: 2  
Cashier: Benjamin

Item	Qty	Price	Amount
RAIN CAP 1 1/2 IN	1	12.99	12.99
235320	1	12.99	12.99

Richard Chaney  
Subtotal 12.99  
Tax 1.06  
Total 14.05  
Cash 20.00

Change Cash (5.95)

Neighbor's Club makes life out here more rewarding. Download the Tractor Supply mobile app, go to [www.neighborsclub.com](http://www.neighborsclub.com), or ask a team member to join or for more details on points earning, rewards and more.

As a member of Neighbor's Club, earn 5% Rewards when you use a TSC Store Card to make a purchase. Subject to credit approval. Learn more @ [www.TractorSupply.com/TSCCard](http://www.TractorSupply.com/TSCCard) or see a team member for more details.

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For our Returns Policy, visit [TractorSupply.com/returns](http://TractorSupply.com/returns)

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Help a neighbor. Review your products.

[www.tractorsupply.com/reviews](http://www.tractorsupply.com/reviews)

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Go to [telltractorsupply.com](http://telltractorsupply.com) or Call

1-800-541-4429 within 7 days to

complete a survey and be entered in

a monthly drawing for a chance to

win a \$2500 shopping spree.

(Awarded as Gift Cards) Ends 12/31/2025

Click on "Sweepstakes Rules" for

complete details or to participate

without purchase or survey.

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Enter Survey Code #:

0490-02-019872-071525-1159-3

SOLD ITEM COUNT = 1



Please call 1-877-718-6750 for Customer Solutions.

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Sign up now for ads, news, and more at

\$12.99

Debit: 213-613-321  
Desc: Rain Cap  
PO#: NA  
Invoice#: Reimb- 7/15/25  
Vendor#: 21243



