

Pct 3



RECEIVED

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AUG 07 2025

NAVARRO COUNTY AUDITOR'S OFFICE

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

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

Phone: (903) 654-3095

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 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.

A handwritten signature in black ink, appearing to be "Terri Gillen", written over a horizontal line.
Signature

Date

Nelson
PROPANE GAS
INCORPORATED

PO Box 2127 Corsicana, TX 75151

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**NAVARRO COUNTY
AUDITOR'S OFFICE**

NAVARRO COUNTY PRECINCT 3
300 W 3RD AVE SUITE 4
CORSICANA, TX 75110

INVOICE

Customer #:	163873
Payment Terms:	Net 60
Invoice #:	869226
Invoice Date	2025-08-05
Total Due	\$136.44

Make Check Payable to: Nelson Propane

Amount Enclosed: \$ _____

Nelson Propane
PO Box 2127
Corsicana, TX 75151

Customer Name		Delivery/Service Address		Cust #	Invoice #	Inv Date
NAVARRO COUNTY PRECINCT 3		17500 Farm to Market 709 - Dawson, TX 76639		163873	869226	2025-08-05
Quantity	Item Number	Description	Unit Price	TOTAL		
1.00	HazMat Compliance F	HazMat Compliance Fee	\$4.9500	\$4.95		
48.70	Propane	Propane Delivered By: Rusty G on 08/05/2025 Starting Meter Reading: 0, Ending Meter Reading: 48.70	\$2.7000	\$131.49		

Tank/Equipment: Fuel Tank - Tank 1 Heat

For Fuel or Service At:
17500 Farm to Market 709 - Dawson, TX 76639



Sub Total	\$136.44
Charges	\$0.00
Tax Total	\$0.00

ACCOUNT BALANCE	\$56.18	TOTAL DUE	\$136.44
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**Invoices do not reflect payments.

If you have paid this invoice, please regard this
for your records only.**

Online payment is available at www.NelsonPropane.com

*** AUTO PAY CUSTOMERS - You will be drafted 3 days after invoice date ***

*** Invoice for your records only ***

Haz Mat Fee \$4.95

Debit: 213-613-430
Desc: 48.70 Gal - Propane \$131.49
PO#: NA
Invoice#: 869226
Vendor#: 366

Nelson Propane
PO Box 2127
Corsicana, TX 75151

903-874-5641|www.NelsonPropane.com

www.nelsonpropane.com