



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

RECEIVED

AUG 14 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

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: Alarm Panel would not arm the building. Contractor
came out to inspect & was able to repair

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.

Steve Smith
Signature

8/13/25
Date



INTEGRATED ACCESS SYSTEMS

6500 Plincrest Drive

Suite 500

Plano, TX 75024

INVOICE

25-1125

RECEIVED

AUG 14 2025

8/7/2025

Bill To

Texoma HIDTA
6303 Commerce Street, Suite 100
Irving, TX 75063

NAVARRO COUNTY
AUDITOR'S OFFICE

IAS charges a 3% fee for all credit card payments.
IAS accepts Mastercard & Visa

P.O. No.	Terms	Due Date	Project		
		8/7/2025	0725544		
Description		Qty	Price	Amount	
<p>The alarm is arming on the panel, but it is not arming in the system. Showing too many bypassed points, but I checked the system and I only have 3 bypassed motions in the system.</p> <p>Also, if this is going to be a cost for service, would you please send over a quote with a generic number so that we can start the purchase order, even if it goes over the amount?</p> <p>Per Jason - It would be related to that project but we have no way to know if it is a warranty issue or not. I would assume at this point, something has changed causing the problem so most likely not a warranty issue.</p> <p>POC Damien Givens 469-550-9870 cell</p> <p>Labor hours - actual dated 7/21/25</p> <p>Trip Charge</p> <p>2023 ops Fazil-L DB</p>					
		4.25	125.00	531.25	
		1	75.00	75.00	
Account #		Sales Tax (0.0%)		\$0.00	
(469) 246-7200 Phone (469) 246-7212 Fax		Total		\$606.25	

Integrated Access Systems

6500 Pinecrest Drive, Ste 500

Plano, TX 75024

Phone: 469-246-7200

Fax: 469-246-7212

<https://www.iassecurity.com>

WORK ORDER

Work Order # 0725544
Type Work Order
Priority Medium
Payment Method Invoice
Start Date
Reference #
Agreement #
Project #

SERVICE SITE		BILL-TO SITE		WORK REQUESTED	
HIDTA 6303 Commerce Drive Suite 100 Irving, TX 75063		HIDTA Steve Brandt 8404 Esters Blvd Suite 100 Irving, TX 75063		<p>Requested by Damien Givens: The alarm is arming on the panel, but it is not arming in the system. Showing too many bypassed points, but I checked the system and I only have 3 bypassed motions in the system.</p> <p>Also, if this is going to be a cost for service, would you please send over a quote with a generic number so that we can start the purchase order, even if it goes over the amount?</p> <p>Per Jason - It would be related to that project but we have no way to know if it is a warranty issue or not. I would assume at this point, something has changed causing the problem so most likely not a warranty issue.</p> <p>POC Damien Givens 469-550-9870 cell</p>	
SCHEDULE					
Technician	Duration	Date	Time Range		
Joe Stutes	8.00	7/21/2025	12:00 AM - 12:00 PM		
LABOR					
Date	Technician	Notes	Billable Qty	Billing Rate	Amount
7/21/2025	Joe Stutes	<p>Troubleshoot the Bosch intrusion system and Genetec. All zones showed ready via the keypad at suite 100 entrance except zone 25 - Executive Glassbreak. Zone 25 was showing to be in supervisory bypass state.</p> <p>Tested the south atrium entrance location with Damien. The system will arm via Genetec card reader, but when trying to arm via the Bosch keypad, it indicated that there are too many zones bypassed. Double checked the zone status via the keypad and it only showed zone 25 in bypass.</p> <p>Worked with Brandon to troubleshoot. Brandon used RPS to access the Bosch panel. He found multiple zones that showed to be bypassed. He unbypassed them via RPS. We tried arming the system again with the keypad, but it still indicated that there are too many zones bypassed. Used command 00 to unbypass zones via the keypad. Once all zones were unbypassed, the system armed and tested properly. Call complete.</p>	3.25		
Signature:					

Integrated Access Systems

6500 Pinecrest Drive, Ste 500
Plano, TX 75024
Phone: 469-246-7200
Fax: 469-246-7212
<https://www.iassecurity.com>

WORK ORDER

Work Order # 0725544
Type Work Order
Priority Medium
Payment Method Invoice
Start Date
Reference #
Agreement #
Project #

LABOR

Date	Technician	Notes	Billable Qty	Billing Rate	Amount
7/21/2025	Joe Stutes	Default Travel	0.5		
7/21/2025	Brandon Unger	Review Bosch panel settings and Genetec settings to correct the alarm issue. Found multiple zones bypassed on the keypad for the IDS. Un-bypassed all zones affected and tested the system. System operated as intended.	1		

TOTALS

This service request is complete. An invoice will be sent from our office. If you have any questions please contact us at 469-246-7200.

Total Materials	
Total Labor	
Service Charge	
Total Sales Tax	
Total Charges	

Signature: _____