

RECEIVED

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JUL 30 2025

AUG 11 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE  
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AUDITOR'S OFFICE

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

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

300 W 3<sup>rd</sup> Ave., Suite 4  
Corsicana, TX 75110  
e-mail: auditor@navarrocounty.org

Kari Davis, Purchasing Assistant  
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 \_\_\_\_\_

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

August 11<sup>th</sup>, 2025



4606 N Stahl Park, Suite 106  
San Antonio, TX 78217

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NAVARRO COUNTY  
AUDITOR'S OFFICE


Invoice

Date	Invoice #
5/22/2025	PC-702

<b>Bill To</b>
Navarro County Elections Allie Thomas P.O. Box 1018 Corsicana, TX 75151

<b>Ship To</b>
Navarro County Elections Allie Thomas P.O. Box 1018 Corsicana, TX 75151

P.O. Number	Terms	Rep	Ship
3up VR Certificates	Net 30		5/22/2025

Quantity	Item Code	Description	Price Each	Amount
3,000	printing	3up Blank Voter Registration Certificates Sales Tax	0.12 0.00%	360.00T 0.00
				

Thank you for your business.

**Total** \$360.00