

RECEIVED

AUG 06 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

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

Natalie Robinson, First-Assistant

Stephanie Cates, Assistant

Lisa Clay, Assistant

Rhonda Knight, Assistant

Vicki Lewis, Assistant

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: Amount is over the BPO amount

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

8/6/25

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NAVARRO COUNTY  
AUDITOR'S OFFICE

**Huffman Communications Sales, Inc.**

903.872.6032 Fax

P.O. Box 1753

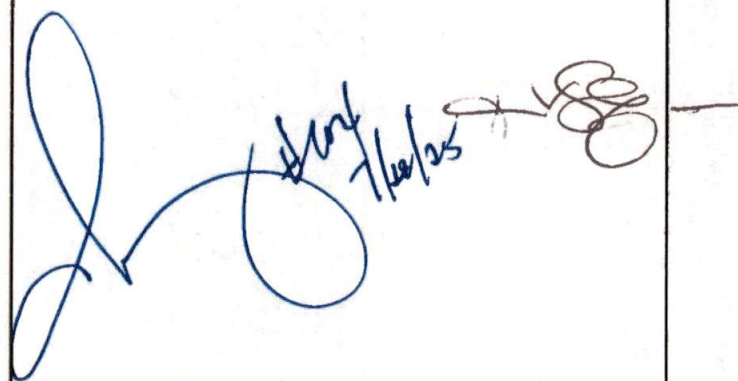
Corsicana, Texas 75151

**RECEIVED****AUG 07 2025**NAVARRO COUNTY  
AUDITOR'S OFFICE**Sales Invoice**

DATE	INVOICE NO.
7/11/2025	41915

<b>BILL TO</b>
Navarro County S. O. 834 312 W. 2nd Avenue Corsicana, Texas 75110

<b>SHIP TO</b>
Navarro County S. O. 834 County Courthouse Corsicana, Texas 75110  <i>Unit 2809 - Jail Van</i>

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
323929	Net 30	SCH	7/11/2025			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT
BMATM38	Hardware kit is a special application NMO mount			1	12.46	12.46
Labor Tech 1	Hourly Labor - Technician Level 1 Services			1	120.00	120.00
						

**Total****\$132.46**