

RECEIVED

AUG 06 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

NAVARRO COUNTY AUDITOR'S OFFICE

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

Corsicana, TX 75110

Terri Gillen, County Auditor

Phone: (903) 654-3095

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

NAVARRO COUNTY  
AUDITOR'S OFFICE

AUG 07 2025

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: PO went over \$100 - Can't be placed  
under BPO

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

8/10/25

Huffman Communications Sales, Inc.

RECEIVED

Sales Invoice

903.872.6032 Fax

P.O. Box 1753

Corsicana, Texas 75151

AUG 06 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

DATE

INVOICE NO.

7/22/2025

41927

BILL TO

Navarro County S. O. 834  
312 W. 2nd Avenue  
Corsicana, Texas 75110

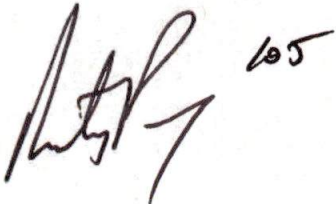
RECEIVED

AUG 07 2025

NAVARRO COUNTY  
AUDITOR'S OFFICE

SHIP TO

Navarro County S. O. 834  
County Courthouse  
Corsicana, Texas 75110

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	FOB	PROJECT
323929	Net 30	SCH	7/22/2025			
ITEM	DESCRIPTION			QTY	RATE	AMOUNT
Labor Tech 1	Hourly Labor - Technician Level 1 Services to repair unit 2799 for no power in console			1	120.00	120.00
						

Total

\$120.00