

RECEIVED

AUG 14 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

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Corsicana, TX 75110

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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 P.O.

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.

[Signature]
Signature

8-20-25
Date

Date 8-12-25

M Navarro City Pct # 2

Address Kenner 75144

Reg. No.	Clerk	Account Forward
1	1 Wht	\$ 250.00
2		
3	Fridge	
4		
5		
6		
7	30 DAY	
8	WARRANTY	
9		
10		
11		
12		
13		
14		9338-17 250.00
15		

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A 120005103530 Your Account Stated to Date - If Error is Found, Return at Once
T-45202/46202/46203

Handwritten signature in red ink.

Debit: 212-612-495
 Desc: Refrigerator
 PO#: NA
 Invoice#: Reimb - 8/12/25
 Vendor#: 6037

495 per Natalie

