



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

Fax: (903) 654-3097

Terri Gillen, County Auditor

300 W 3<sup>rd</sup> Ave., Suite 4
Corsicana, TX 75110

Phone: (903) 654-3095

e-mail: auditor@navarrocounty.org

## INTEROFFICE MEMO

The attached	item is	being	returned	for	the	following	reasons:
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- 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 Didnot 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

7-2025

Date

M Novarra Cty Pict # Address Kennes 75/44

Address Kennes 75/44

Reg. No. Clerk Account Forward 1

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5 Aug 12025

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Your Account Stated to Date - If Error Is Found, Return at Once

(del

Debit: 313-613-495

Desc: Refridgentor

PO#: NA
Invoice#: Reimh - 8/13/35

Vendor#: 6037



## **RECEIVED**

AUG 1 4 2025

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## **Departmental Purchase Requisition**

Company	Eddie Perry	Budget Number						
Address		Request Date	08/1	08/12/25				
City		Phone Number						
State	Zip/Postal Code	Fax Number						
Country		Contact Nam	е					
Item No.	Description		Quantity	Unit Cost	Amount			
	White refrigerator for PCT 2 Barn		1		\$280.00			
	REIMB-8/12/25							
			ji w					
	4							
		-						
			-					
Comments				Subtotal	\$200.00			
Comments				Subtotal	\$280.00			
The Parameter State of State o			Sh	nipping Charge				
				\$280.00				
(11	n			Total				
) de	7			ditor Use Only	N			
Authorized by Official/Department Head		Vendor N		9037				
Date:		Purchase Order No:						
		G/L Account No: Auditor Approval:						
Return To:	Navarro County Auditor's Office 601 North 13th Street, Suite 6	Auditor A	pprovai:	Vi				

Corsicana, Texas 75110