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AUG 07 2025



NAVARRO COUNTY NAVARRO COUNTY AUDITOR'S OFFICE
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

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

Phone: (903) 654-3095

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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 PO

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

Date

8-14-25

Smith Ag Service

1506 S. 7th
Corsicana, Texas 75110

Invoice

| Date | Invoice # |
|----------|-----------|
| 8/7/2025 | 12399 |

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AUG 11 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

| |
|---------------------|
| Bill To |
| NAVARRO COUNTY PCT3 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
| | | |

| Quantity | Description | U/M | Parts | Machine Work | LABOR | Amount |
|---|----------------------------|-----|-------|--------------|-------|--------|
| 2 | WP10188 <i>Air Filters</i> | ea | 39.91 | | | 79.82 |
| | Sub Total of Invoice | | | | | 79.82 |
| <div><i>mow tractor</i> <i>344?</i> <i>Brush cut</i> <i>TB</i></div> <div>Debit: <u>213-613-321</u> Desc: <u>Unit 3414 - Air Filters</u> PO#: <u>NA</u> Invoice#: <u>12399</u> Vendor#: <u>7481</u></div> | | | | | | |

| |
|------------|
| Phone # |
| 9036417370 |

| | |
|-------------|---------|
| Balance Due | \$79.82 |
| Total | \$79.82 |