

8

RECEIVED

MAY 14 2021



NAVARRO COUNTY AUDITOR'S OFFICE
300 W 3rd Ave, Suite 6
Corsicana, Texas 75110
e-mail: auditor@navarrocounty.org

NAVARRO COUNTY
AUDITOR'S OFFICE

Natalie Robinson, First Assistant,
Kaye Martin, Assistant
Lisa Clay, Assistant
Patty Wells, Assistant
Jan Wise, Administrative Assistant

Terri Gillen, County Auditor Phone: (903) 654-3095 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
 - Budget Account Number (Line Item) is missing – Acct # _____
 - Insufficient budget
 - 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: _____

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

5/10/21

Date

Scott-Merriman, Inc
2930 Merrell Rd
Dallas, TX 75229 US
(972) 484-7113
scott-merriman@sbcglobal.net



Invoice

RECEIVED

RECEIVED

MAY 14 2021

BILL TO
NAVARRO COUNTY DA
300 West 3rd St. Suite 301
Corsicana, TX 75110

MAY 10 2021

SHIP TO
NAVARRO COUNTY DA
300 West 3rd St. Suite 301
Corsicana, TX 75110

NAVARRO COUNTY
AUDITOR'S OFFICE

NAVARRO COUNTY
AUDITOR'S OFFICE

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
067279	05/07/2021	\$278.00	06/06/2021	Net 30	

TRACKING NO.
SW77001271

DESCRIPTION	QTY	RATE	AMOUNT
CDF - 1 Folders Fasteners POS 1 & 3	200	1.27	254.00
Shipping & Handling	1	24.00	24.00
Ordered by Lindy			
		BALANCE DUE	\$278.00

GreenWorx Printing

Award-Winning Print & Graphic Design Solutions Since 1975

316 NORTH MAIN STREET • CORSICANA, TEXAS 75110-4626 • PHONE 903-872-5922 • FAX 903-872-7721
 www.greenworxprinting.com • email: mail@greenworxprinting.com

Invoice

No: **55346**

Date: **5/5/21**

Will Thompson
 Navarro County Courthouse-Attn:Auditors Office
 300 W. 3rd Ave.
 Corsicana TX 75110

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Customer P.O. #

RECEIVED

MAY 17 2021

NAVARRO COUNTY
 AUDITOR'S OFFICE

NAVARRO COUNTY
 AUDITOR'S OFFICE

Quantity	Description															
500	Business Cards DA's Office - Karen Dennison, 80# White Raglan with raised black text and raised gold seal, includes shipping	\$ 84.92														
Taken by: Beth Terms are "Net 20 Days" with pre-approved credit - otherwise terms are C.O.D. with deposit amount required at our sole discretion. All transactions are subject to our standard terms and conditions. Thank you for your business!		<table border="0"> <tr> <td>Customer Discount</td> <td style="text-align: right;">-\$ 10.73</td> </tr> <tr> <td>SUBTOTAL</td> <td style="text-align: right;">\$ 74.19</td> </tr> <tr> <td>TAX</td> <td></td> </tr> <tr> <td>SHIPPING</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>DEPOSITS</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ 74.19</td> </tr> <tr> <td>AMOUNT DUE</td> <td style="text-align: right;">\$ 74.19</td> </tr> </table>	Customer Discount	-\$ 10.73	SUBTOTAL	\$ 74.19	TAX		SHIPPING	\$ 0.00	DEPOSITS	\$ 0.00	TOTAL	\$ 74.19	AMOUNT DUE	\$ 74.19
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SHIPPING	\$ 0.00															
DEPOSITS	\$ 0.00															
TOTAL	\$ 74.19															
AMOUNT DUE	\$ 74.19															



GreenWorx Printing

Award-Winning Print & Graphic Design Solutions Since 1975

DELIVERY TICKET

*Thank you
for your
business!*

DESIGN • PRINT • PROMOTIONAL PRODUCTS • AWARDS • CUSTOM T-SHIRTS & APPAREL

316 NORTH MAIN STREET • CORSICANA, TEXAS 75110-4626 • PHONE 903-872-5922 • FAX 903-872-7721
www.PrintingGreener.com • email: Mail@PrintingGreener.com • www.facebook.com/greenworxprinting

Deliver To: *NC Courthouse*

Date *5-5-21*

Our Job/Invoice No. *55346*

Sold To: *DAS office*

Customer's Order No.

NO. OF PKGS.	QTY. PER PKG.	QTY. DELIVERED	DESCRIPTION
<i>1</i>		<i>500</i>	<i>Business Cards - Carey Dennis</i>




**MAKE A STATEMENT
WITH CUSTOM T-SHIRTS**

CUSTOM FULL-COLOR
T-SHIRTS AND APPAREL

Member in good
standing with



PRINTING
INDUSTRIES
OF AMERICA

**PROMOTE YOUR
BUSINESS**

THOUSANDS OF CUSTOM
PRODUCTS AVAILABLE



CHARGE ON OPEN ACCOUNT

PAID IN FULL

C.O.D. - DEPOSIT OF \$ _____ PAID - BALANCE DUE IS \$ _____

GWP Employee Initials _____ Date _____ RECEIVED CASH CC or CHECK # _____

Received By *Lindy Lake*

White: Shipment
Canary: Invoice
Pink: Internal File

We are not responsible for delays beyond our control which include acts of God, acts of war, terrorism, earthquakes, fires, floods, hurricanes, tornados, equipment breakdown or delays of suppliers or freight carriers. We also reserve the right to refuse any order and we assume no liability for trademark or copyright infringement. Full terms and conditions of estimates and sales shown on reverse.



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INTEROFFICE MEMO

The attached item is being returned for the following reasons:

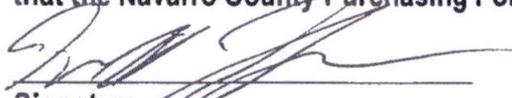
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COPY

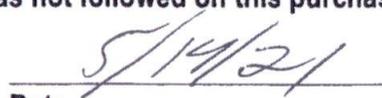
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Signature



Date