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DEPARTMENT:	District Clerks Office
VENDOR:	Southwest Filing & Storage
PO #	N/A
PO DATE:	
INV DATE:	7/27/2020
APPROVAL REQUIRED	DATE APPROVED:
EXPLANATION:	Supplies were shipped before a PO could given.

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INVOICE

AUG 4 2020

RECEIVE

SOUTHWEST FILING & STORAGE NAVARRO COUNTY AUDITOR'S OFFICE

Filing & Storage Solutions • Courthouse Suppliers • Business Forms

P.O. Box 851032 • Mesquite • Texas • 75185 • 972-239-5204 • Fax 972-239-5939

District Clerk SOLD TO:

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300 W. Third Ave., #201

Corsicana, TX 75110

7/27/20 15626 QUANTITY DESCRIPTION UNIT	INVOICE DATE	INVOICE NO.	CUSTOMER ORDER NO.	SHIPPED TO		
QUANTITY DESCRIPTION UNIT TOTAL	7/27/20	15626				
	QUANTITY		DESCRIPTION	UNIT	TOTAL	

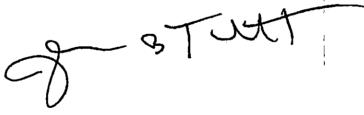
6 Rolls Numeric Labels

\$ 57.00

shipping

15.42

Debit: 101-440-310	7.00
Desc: Numeric Inbels	Shipping 3/15 125
Invoice#:	
Vendor#: <u>521.7</u>	



AUTO REFILL X CALLED FOR ROBUT ALREADY SENT.

INVOICE

TOTAL	
SALES TAX	
TOTAL DUE	\$ 72.42

1388



NAVARRO COUNTY AUDITOR'S OFFICE

Terri Gillen, County Auditor Phone: (903) 654-3095 601 North 13th Street, Suite 6 Corsicana, TX 75110 e-mail: auditor@navarrocounty.org Natalie Robinson, First-Assistant Kaye Martin, Assistant Patty Wells, Assistant Lisa Clay, Assistant Jan Wise, Assistant 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
- a Amount billed does not match the purchase order
- Vendor on purchase order does not match invoice
- Insufficient documentation to process payment
- G Signature or date not present
- System shows invoice paid
- Budget Account Number (Line Item) is missing Acct #_____
- Insufficient budget in Line Item
- a Payment Request inconsistent with County Policy
- o Other _____

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanatio 110

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.