′. ( <b>⊾</b>		
EPARTMENT:	Precinct 3 - 213-613-376 & 321	<u> </u>
ENDOR:	McCoy's	
20 <u>#</u>	N/A	
O DATE:	······································	
NV DATE:	5/18/2021	
PPROVAL REQUIRED	DATE APPROVED:	
XPLANATION:	BPO was referenced over \$100.00	

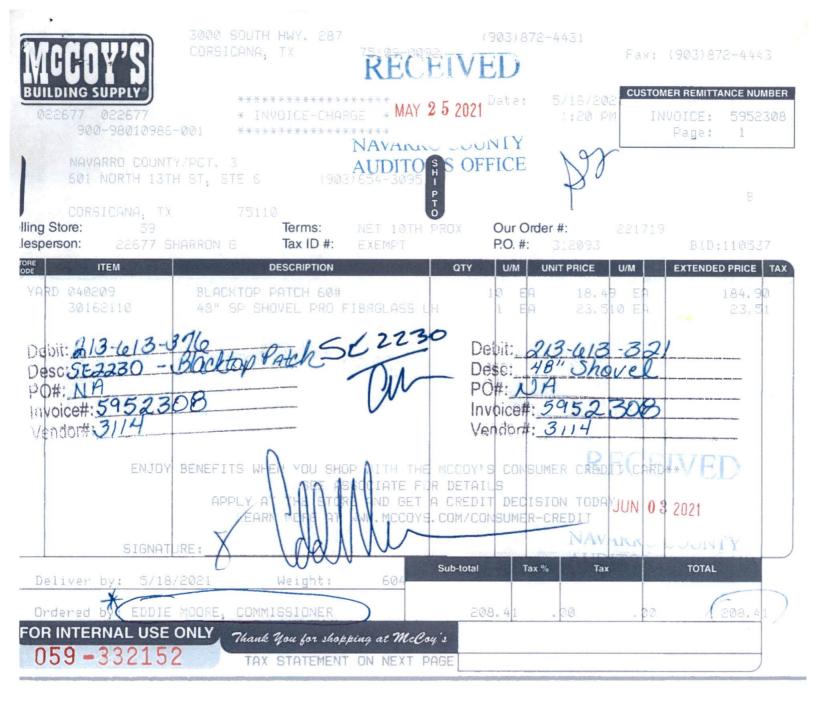
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NAVARRO COUNTY AUDITOR'S OFFICE

300 W 3<sup>rd</sup> Ave, Suite 6 Corsicana, Texas 75110 e-mail: auditor@navarrocounty.org

Terri Gillen, County Auditor

Phone: (903) 654-3095

654-3095 Fax: (903) 654-3097

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

## 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: Iotal was over \$100.00 - BPO was Reterona The Department Head or Elected or Appointed Official must sign this form confirming notification ty Purchasing Policy was not followed on this purchase. that the Navar Signature Date

Revised 06/24/19

DÉPARTMENT:	Precinct 3 - 213-613-376	_
VENDOR:	McCoy's	
PO #	N/A	_
PO DATE:		
INV DATE:	5/27/2021	
APPROVAL REQUIRED	DATE APPROVED:	

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3000 SOUTH HWY. 287   CORSICANA, TX   75109-0092   WILDING SUPPLY*   031916 031916   900-98010986-001	(903)872-4431 Fax: (903 872-4443 Date: 5/27/2021 12:32 PM INVOICE: 5952514 Page: 1
NAVARRO COUNTY/PCT. 3 601 NORTH 13TH ST, STE 6 (903)654-3095 CORSICANA, TX 75110 Felling Store: 59 Terms: NET 10TH PROX	B Our Order #: 222079
alesperson: 31916 CASSANDRA W Tax ID #: EXEMPT	P.O. #: 312093 BID:110537
STORE ITEM DESCRIPTION	QTY U/M UNIT PRICE U/M EXTENDED PRICE TAX
YARD 040209 BLACKTOP PATCH 60#	10 EA 11.484 EA 114.84
Debil: 213.613-376 Desc: 5W3170, 5W3180, NW3210 - Blacktop Tatch 20# NA NW 3210 Invoice#: 5952514 Vongar#: 3114	RECEIVED MAY 2 8 2021 NAVARRO COUNTY AUDITOR'S OFFICE
APPLY AT THE STORE AND GET A CRE LEHAN MORE AT WWW.MCCDYS.COM/ SIGNATURE:	AILS DIT DUN SU 2020DAY CONSUMER-CREDIT
Deliver by: 5/27/2021 Weight: 600	-total Tax % Tax TOTAL
¥	114.84 .00 .00 /114.84



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- 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: BPO Was References. Over \$120.00

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

6.3.21

Revised 06/24/19