

## Harvill, Natalie

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**From:** Wehrman, Clint  
**Sent:** Monday, July 7, 2025 9:59 AM  
**To:** Harvill, Natalie; Hill, Niccolo  
**Subject:** Purchase Card Review - May  
**Attachments:** Purchasing Policy- July 2023.pdf; Purch Card Policy and Proc Manual.pdf

Good morning,

Each month Purchasing does a review of all purchase card transactions. In our review of your May transactions, the following issues were found that either need immediate attention or additional documentation. Please provide the required documentation or any clarifications within 3 business days.

Statement ID 10487 / Travis Hutton

- Trns#39783, \$24.26 – Grainger – Sports Drink Mix. Is this an approved item through Commissioner's Court?

Statement ID 10489 / James Kelly

- Trns#39791, \$1,733.35 – Gaydon Wholesale Lumber - Lumber – Missing Competition.

Statement ID 10533 / Nick Hill

- Trns#39958, \$1,399.99 – Northern Tool – Metal Cutting Band Saw. Item is above the \$1,000 threshold needing approval as this is an inventoriable item. Department was informed in December, January and April. I have attached a copy of the Purchasing Policies for your review.

Please let us know if you have any questions or concerns or would like to visit about purchase card reconciliations.

Thank You,

Clint Wehrman  
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Lubbock County  
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Lubbock, TX 79401