MADISON COUNTY BOARD OF SUPERVISORS

125 West North Street • Post Office Box 608
Canton, Mississippi 39046
601-855-5500 • Facsimile 601-855-5759
www.madison-co.com

June 6, 2016

District 1 Supervisor Sheila Jones
District 2 Supervisor Trey Baxter, President
District 3 Supervisor Gerald Steen
District 4 Supervisor David Bishop
District 5 Supervisor Paul Griffin

Subject: Interim Inventory Control Clerk Appointment

Dear Sirs,

I, hereby appoint Shelton Vance as Interim Inventory Control Clerk and am requesting that the Madison County Board of Supervisors ratify said appointment. Additionally, I am requesting the authorization of payment for certification training.

Sincerely,

Tony M. Greer
County Administrator

REGISTRATION FORM
2016 CERTIFICATION PROGRAM SEMINAR
COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS

Please return a registration form for each person attending the certification program on or before **Friday, June 10, 2016**. A $50.00 registration fee (warrants made payable to the Center for Governmental Training & Technology) is required for each participant. Mail your registration form & fee to me at the following address: Sumner Davis, GCD/MSU-ES, Box 9643, Mississippi State, MS 39762.

NAME: Shelton Vance

POSITION: Comptroller

COUNTY: Madison

ADDRESS: PO Box 608

Canton, MS 39046

TELEPHONE: 601-855-5502

❑   **Payment is enclosed**

❑   **Payment is not enclosed but will mailed on** _____

Please indicate which meeting yo will attend. Remember, if you serve in two separate positions, you must be certified in both. Therefore, you must attend two seminars.

☒   Tuesday, June 15th   Biloxi   **Gulf Coast Coliseum & Convention Center**

❑   Wednesday, July 27th   Oxford   Oxford Convention Center

❑   Thursday, July 28th   Jackson   The Hilton Hotel, County Line Road

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REQUIRED CERTIFICATION
FOR OFFICIALLY-DESIGNATED CLERKS

The individual named above has been officially designated by the Board of Supervisors in our county as the
_____ (Purchase Clerk, Receiving Clerk, or Inventory Control Clerk)
and must be certified in that position by the State Auditor.

Date of Appointment _____