

**Purchasing Department**  
**Madison County Board of Supervisors**  
**146 West Center Street**  
**Canton, Mississippi 39046**

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601-855-5503  
hardy@madison-co.com

26 May 2016

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

Subject: Purchase Clerk, Receiving Clerk, and Inventory Control Clerk Certification Classes

Dear Board Members:

Per Mississippi law, county purchase clerks, receiving clerks, and inventory control clerks are required to attend a class and pass a certification examination every four years. Assistants may attend the class but do not take the certification examination. The classes are conducted by the State Auditor's office.

The classes for counties located in the central part of Mississippi are July 28 at the Hilton on County Line Road. I request board authority for the following to attend their respective classes and for the county to pay each employee's \$50 registration fee:

Hardy Crunk, Purchase Clerk  
Cynthia Parker, Assistant Purchasing Clerk

Myrtis Sims, Receiving Clerk  
Clare Latiker, Assistant Receiving Clerk (Administration)  
Yahatta Johnson, Assistant Receiving Clerk (Road Dept.)  
Laura Leathers, Assistant Receiving Clerk (SO and Jail)  
Lee Ann Sanders, Assistant Receiving Clerk (SO and Jail)

Inventory Control Clerk to be appointed by Administrator  
Any Assistant Inventory Control Clerks appointed by the Inventory Control Clerk

Sincerely,

Hardy Crunk  
Purchase Clerk



May 12, 2016

MEMORANDUM

TO: Board Presidents, Chancery Clerks, Purchase Clerks, Receiving Clerks, and Inventory Control Clerks

FROM: Summer Davis Summer Davis  
Center Head

SUBJECT: 2016 Certification Training for County Purchase Clerks, Receiving Clerks, and Inventory Control Clerks

Ladies and gentlemen, plans for the 2016 certification programs for **ALL** county purchase clerks, receiving clerks, and inventory control clerks are complete. You will find a schedule for the seminars attached to this memorandum. If you hold two (2) clerk positions, you must be certified in both positions. Therefore, you are required to register and attend two (2) separate seminars.

The *County Government Reorganization Act of 1988* specifies that all county centralized purchasing officials--the purchase clerk, the receiving clerk, and the inventory control clerk--must be certified in their positions at the beginning of a new term of office or within one year of their appointment. Certification requires attendance at this seminar and successful completion of an examination covering the material taught during the seminar.

Also attached to this memorandum is the registration form for the training session. Clerks needing certification and attending a seminar should complete the registration form and return it to me with the registration fee by Friday, June 10. It is important that you indicate which seminar you will attend. Please make as many copies of the registration form as you need. The registration fee for the seminar is \$50.00. Warrants should be made payable to the Center for Government & Community Development.

Note that the purchase clerk workshop usually lasts about an hour longer than the workshops for receiving and inventory control clerks. If you ride with a purchase clerk, make plans as to how you will spend the extra time while he or she completes the purchase clerk workshop.

All clerks needing certification in their positions must attend one of these seminars and successfully complete the examination. Deputy clerks, assistants, and others are welcome to attend, but they will not take the examination for certification. If you have questions concerning the details of the certification program or the training session, please contact me.

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Enclosures

c: Mr. Tom Chain, State Department of Audit, Technical Assistance Division

Mississippi State University Extension Service

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