

**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

13 August 2018

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: Authority to purchase furniture for use by Youth Services (County Court)

Dear Board Members:

Per Mississippi law, furniture purchases for circuit, chancery, and county courts greater than \$500 in any one year require prior board approval. Youth Services, which is considered part of county court, has requested four desk chairs at a total cost of \$916.

Funds are available in Youth Services' budget for the above purchase. I therefore request authority to purchase the above chairs for Youth Services

Sincerely,

  
Hardy Crunk  
Purchase Clerk

# Memo

**To:** Mr. Hardy Crunk

**From:** Alicia K. Louisville

**Date:** August 10, 2018

**Re:** Supplies for Madison County Youth Services

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Dear Mr. Crunk

We respectfully request the following supplies for the office:

(Please see the attachment)

1. Office Depot Item# 304556 four (4) Serta Smart Layers Air Arlington Executive Chair @ \$229.00
2. Office Depot Item # 458134 One (1) Emerson Microwave Oven @ \$97.69
3. Office Depot Item # 229860 One (1) Real space 18" 3 Drawer Organizer vertical File Cabinet BLK #

Thanks

Approved for order:

Staci B. Neal

Youth Court Judge

8/8/2018

Date

162  
163