

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

25 September 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 press-and-seal forms for constables' collection mail outs


Dear Board Members:

State law requires prior board approval for expenditures for constables except for those items the county is required by law to furnish. The required items are: (1) two official duty uniforms, (2) a blue light, (3) vehicle identification emblems, and (4) any required training (only once per term).

Constable Brad Harbour has requested that I order 6,000 press-and-seal forms for the mail outs the constables used to collect unpaid fines. The cost would be approximately \$780 plus freight.

Sufficient funds are available in the constables fiscal year 2018-2019 budget.

Sincerely,

  
Hardy Crunk  
Purchase Clerk