

Purchasing Department
Madison County Board of Supervisors
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31 January 2019

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: Authorize applying for state procurement cards for Shelton Vance and Albert Jones III

Dear Board Members:

The Mississippi Department of Finance and Administration allows counties to apply for procurement cards for use by their its employees for county purchases up to \$5,000. The procurement card is a VISA credit card issued by UMB Bank, which is the same bank that provides our travel cards. The county employee is required to provide receipts for all purchases and is personally responsible for any misuse of the card. Purchases with the card are sales tax exempt within Mississippi.

The county currently has cards for use by employees in various departments, including purchasing, jail, sheriff, road, engineering, and buildings and grounds. The county also issues declining balance cards to plain-clothed deputies for their clothing allowance.

Administrator Shelton Vance has requested that I secure procurement cards for himself and EMA Director Albert Jones III. I therefore request authority to apply for said cards.

Sincerely,



Hardy Crunk
Procurement Card Coordinator