



July 22, 2019

MEMORANDUM

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

FROM: Sumner Davis Sumner Davis
Center Head

SUBJECT: 2019 Certification Training for County Purchase Clerks, Receiving Clerks, and
Inventory Control Clerks-- August 14th--Audit Department's Conference Room on the
8th floor of the Woolfolk Office Building in Jackson.

Ladies and gentlemen, the 2019 certification program for all county purchase clerks, receiving clerks, and inventory control clerks not yet certified in their positions will be held on Wednesday, August 14th, in the Audit Department's Conference Room on the 8th floor of the Woolfolk Office Building in Jackson.

Enclosed is a registration form for the training session. Officially designated clerks needing certification should complete the registration form and return it to me by August 9th.

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.

Registration will begin at 8:30 a.m. and the concurrent educational seminars will begin promptly at 9:00 a.m. Note that the purchase clerk workshop usually lasts an hour or so 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 a couple of extra hours while he or she completes the purchase clerk workshop.

All clerks not yet certified in their positions must attend this seminar. 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.

sd

Enclosure

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

REGISTRATION FORM

2019 CERTIFICATION PROGRAM SEMINAR
COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS

August 14, 2019

Audit Department's Conference Room on the 8th floor of the Woolfolk Office Building in Jackson

All officially-designated purchase clerks, receiving clerks, and inventory control clerks **not yet certified in their position** must attend the certification training. Others are welcome but will not be able to take the examination for certification. Please return a registration form for each person attending the certification program on or before **Friday, August 9, 2019**. Fax your registration form to me at 662-325-8954 or mail it to me at the following address: Sumner Davis, GCD/MSU-ES, Box 9643, Mississippi State, MS 39762.

NAME: Kesha M. Buckner
POSITION: Purchase Clerk
COUNTY: Madison
ADDRESS: 125 West North Street / P.O. Box 608
Canton, MS 39046
TELEPHONE: 601 855-5534

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 _____

President, Board of Supervisors

Date