




PURCHASING DEPARTMENT

Madison County Board of Supervisors
146 West Center Street
Canton, MS 39046 / 601-855-5534
kesha.buckner@madison-co.com

February 3, 2020

To: Board of Supervisors
From: Kesha Buckner, Purchasing Clerk 
Subject: Authorize Applying for State Procurement card

The Mississippi Department of Finance and Administration allows counties to apply for procurement cards for use by 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. Purchases with the card are sales tax exempt within Mississippi.

County Engineer Timothy Bryan has requested that I secure a procurement card for new employee Marta McKnight. I therefore request authority to apply for said card.