

Memo

To: Board of Supervisors
From: Keshia Buckner
Purchasing Clerk
CC:
Date: March 2, 2020
Re: Credit Card Payment

In April 2019, Madison County was double-billed for 3 hotel rooms on a Board-approved trip. The hotel made an error in processing the close-out of the hotel rooms. This was detected when the credit card statement (dated 5/1/2019) was received. Contact was immediately made with the hotel for a correction of the duplicate charges.

At the time, the Comptroller made a decision to short-pay the credit card. The double-billing was not paid. This resulted in the County receiving the benefit of the pending credits.

In the next month's statement (6/1/2019), the hotel issued credit for one of the double-billed rooms. They also posted an additional credit and an additional charge. This left two rooms being double-billed.

After multiple contacts, the hotel processed credits for the remaining two double-billed rooms. This credit appeared on a subsequent statement (8/1/2019).

When the credits were received, the credits were considered in that month's charges and credits. This amount was authorized for payment and paid, resulting in the County receiving benefit of all three actual credits.

At this time, the County has benefited from the pending credits (by reducing the 5/1 payment by the expected credit) and the actual credits (by including the 6/1 and 8/1 credits in actual amounts paid).

The expected credit was \$2,128.05.

The actual credit given by the hotel was \$2,219.77.

Please authorize payment of \$2,128.05 to satisfy the credit card balance associated with the hotel error.

Transaction Information Continued

Transaction Date	Posting Date	Reference Number	Purchases, Cash Advances, Payments, Credits and Adjustments since last statement	Amount
04/08	04/09	244939932HHZ24LY	SUPERSHUTTLE EXECUCARWDC 800-258-3826 VA MCC: 4789 MERCHANT ZIP: 22202 SALES TAX: \$ 0.00 TAX INCLUDED: 0	63.00
04/08	04/09	2459216332XZLLZH1	SQ *DC VIP CAB Washington DC MCC: 4121 MERCHANT ZIP: 20018 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 00011529215085062	8.59
04/08	04/10	244310633WESP6RAA	AMERICAN AIR0010286727993 FORT WORTH TX MCC: 3001 MERCHANT ZIP: 39232 SALES TAX: \$ 0.00 TAX INCLUDED: GRIFFIN/PAUL EBC FEE	30.00
04/08	04/10	244310633WESP6R8G	AMERICAN AIR0010286725006 FORT WORTH TX MCC: 3001 MERCHANT ZIP: 39232 SALES TAX: \$ 0.00 TAX INCLUDED: VANCE/SHELTON EBC FEE	30.00
04/09	04/10	244921533RVGX8MKW	SQ *GRAND CAB COMPA WASHINGTON DC MCC: 4121 MERCHANT ZIP: 20018 SALES TAX: \$ 0.00 TAX INCLUDED: 2	10.14
04/09	04/10	2459216332XD XGZVD	SQ *UVC Washington DC MCC: 4121 MERCHANT ZIP: 20001 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 00023058430121272	7.66
04/09	04/11	2486948347LYMBENK	TAXI SVC WASHINGTON WASHINGTON DC MCC: 4121 MERCHANT ZIP:	14.89
04/10	04/11	2466216342XZK5D70	SQ *DC VIP CAB - Washington DC MCC: 4121 MERCHANT ZIP: 20515 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 00023058430121291	12.55
04/10	04/12	244310635MSFTW2LV	WASHINGTON COURT HOTEL WASHINGTON DC MCC: 7011 MERCHANT ZIP: 20001 LODGING CHECK-IN DATE: 04/08/19 SALES TAX: \$ 0.00 TAX INCLUDED:	755.21
04/10	04/12	244310635MSFTW2MD	WASHINGTON COURT HOTEL WASHINGTON DC MCC: 7011 MERCHANT ZIP: 20001 LODGING CHECK-IN DATE: 04/08/19 SALES TAX: \$ 0.00 TAX INCLUDED:	45.86
04/10	04/12	244310635MSFTW2MX	WASHINGTON COURT HOTEL WASHINGTON DC MCC: 7011 MERCHANT ZIP: 20001 LODGING CHECK-IN DATE: 04/08/19 SALES TAX: \$ 0.00 TAX INCLUDED:	755.21
04/10	04/12	244310635MSFTW2N5	WASHINGTON COURT HOTEL WASHINGTON DC MCC: 7011 MERCHANT ZIP: 20001 LODGING CHECK-IN DATE: 04/08/19 SALES TAX: \$ 0.00 TAX INCLUDED:	755.21
04/11	04/12	24299103501B06JR6	91441 - JACKSON AIRPORT G JACKSON MS MCC: 7523 MERCHANT ZIP: 39208 SALES TAX: \$ 1.28 TAX INCLUDED: 1 CUSTOMER CODE: P52009540	42.00
04/10	04/15	2444500385SAGZ61B	JOHNNY ROCKETS WASHINGTON DC MCC: 5812 MERCHANT ZIP: 20002 SALES TAX: \$ 0.00 TAX INCLUDED: 0	24.47
04/15	04/16	2469216392XS2XHXJ	MARRIOTT SAVANNAH RIVE SAVANNAH GA MCC: 3509 MERCHANT ZIP: 31401 LODGING CHECK-IN DATE: 04/10/19 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 0000000000000000	1,228.59
04/23	04/24	24323003H0D17VAWG	JAMES RIVER TRANSPORTA 757-853-6480 VA MCC: 4121 MERCHANT ZIP: 94043 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: CU89925	99.00
04/25	04/26	24323043K6HLG6VTF	WESTIN VIRGINIA BEAC VIRGINIA BEAC VA MCC: 3513 MERCHANT ZIP: 23462 LODGING CHECK-IN DATE: 04/23/19 SALES TAX: \$ 35.70 TAX INCLUDED: 1 CUSTOMER CODE: 470923	210.71
04/25	04/26	24323043K6HLG6V7T	WESTIN VIRGINIA BEAC VIRGINIA BEAC VA MCC: 3513 MERCHANT ZIP: 23462 LODGING CHECK-IN DATE: 04/23/19 SALES TAX: \$ 35.70 TAX INCLUDED: 1 CUSTOMER CODE: 470920	210.71
04/27	04/29	24717053NTBB6RDLL	DELTA AIR Baggage Fee NORFORK VA MCC: 3058 MERCHANT ZIP:	30.00
04/27	04/29	24717053NTBB6R39V	DELTA AIR Baggage Fee NORFORK VA MCC: 3058 MERCHANT ZIP:	30.00
04/28	04/29	24323043N6GDRG126	WESTIN VIRGINIA BEAC 757-5570550 VA MCC: 3513 MERCHANT ZIP: 23462 LODGING CHECK-IN DATE: 04/24/19 SALES TAX: \$ 54.21 TAX INCLUDED: 1 CUSTOMER CODE: 471165	481.38
04/28	04/29	24323043N6GDRG19X	WESTIN VIRGINIA BEAC 757-5570550 VA MCC: 3513 MERCHANT ZIP: 23462 LODGING CHECK-IN DATE: 04/24/19 SALES TAX: \$ 54.21 TAX INCLUDED: 1 CUSTOMER CODE: 471169	481.38
04/29	05/01	24017943RP64BY01G	MADISON COUNTY BOS TOTAL XXXX XXXX XXXX 7595 \$154.55 PALACE CASINO RESORT 2284328888 MS MCC: 7011 MERCHANT ZIP: 39530 LODGING CHECK-IN DATE: 04/29/19 SALES TAX: \$ 0.00 TAX INCLUDED:	154.55

Statement Closing Date 5/1/2019

755.21

755.21

755.21

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* double billed

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CARD SERVICES
 PO BOX 419734
 KANSAS CITY MO 64141-6734

Account Number Ending In: XXXX XXXX XXXX 7611



Please Detach And Enclose Top Portion With Payment

New Balance	Payment Due Date	Past Due Amount	Minimum Payment	Amount Enclosed
7,797.09	06/28/19	3,969.97	7,797.09	\$

Make Check Payable To:
 Card Services

Please check box if making address change as indicated on the back

Card Services
 PO Box 875852
 Kansas City MO 64187-5852

CONTROL ACCOUNT
 MADISON COUNTY BOS 44775
 PO BOX 608 Q105
 CANTON MS 39046-0608



4715621981007611 0779709 0779709

Account Number Ending In: XXXX XXXX XXXX 7611

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Summary of Account Activity		
Previous Balance	\$	14,813.29
Payments	-	10,843.32
Other Credits	-	1,573.26
Purchases/Debits	+	5,400.38
Cash Advances	+	0.00
Finance Charges	+	0.00
New Balance		7,797.09
Credit Limit		20,000.00
Available Credit		11,667.00

Payment Information	
Statement Closing Date	06/03/19
New Balance	7,797.09
Minimum Payment Due	7,797.09
Payment Due Date	06/28/19
Past Due Amount	3,969.97

An amount followed by a minus (-) is a credit or a credit balance, unless otherwise indicated.

PAYMENT ADDRESS
 CARD SERVICES
 PO BOX 875852
 KANSAS CITY, MO 64187-5852

ACCOUNT INQUIRIES AND
 LOST STOLEN CARDS
 800-821-5184
 816-843-2000 IN KANSAS CITY

CARD SERVICES
 PO BOX 419734
 KANSAS CITY MO 64141-6734

Telephoning about billing errors will not preserve your rights under federal law. See the Billing Rights Summary on the reverse side.

Transaction Information

Transaction Date	Posting Date	Reference Number	Purchases, Cash Advances, Payments, Credits and Adjustments since last statement	Amount
05/24	05/24	74715624JEHM93V43	TOTAL XXXX XXXX XXXX 7611 \$10,843.32- CK PAYMENT THANK YOU KANSAS CITY MO	10,843.32-
			MADISON COUNTY BOS	
05/04	05/05	24431063WP5F79YLT	TOTAL XXXX XXXX XXXX 7679 \$2,574.08 IP-MS ADV DEPOSIT 6014364555 MS	303.65
			MCC: 7011 MERCHANT ZIP: 39539 LODGING CHECK-IN DATE: 05/03/19 SALES TAX: \$ 0.00 TAX INCLUDED:	
05/14	05/16	244310647WESP8VLH	AMERICAN AIR0010260231173 FORT WORTH TX	30.00
			MCC: 3001 MERCHANT ZIP: 39232 SALES TAX: \$ 0.00 TAX INCLUDED: SIMS/MYRTIS EBC FEE	
05/15	05/17	744310648MSFS1MV7	WASHINGTON COURT HOTEL 20287979 CREDIT	709.35-
			MCC: 7011 MERCHANT ZIP: 20001 SALES TAX: \$ 0.00 TAX INCLUDED:	
05/15	05/17	744310648MSFS1MWH	WASHINGTON COURT HOTEL 20287979 CREDIT	709.35-
			MCC: 7011 MERCHANT ZIP: 20001 SALES TAX: \$ 0.00 TAX INCLUDED:	
05/18	05/20	24431064BMSFS2419	WASHINGTON COURT HOTEL 2028797992 DC	709.35
			MCC: 7011 MERCHANT ZIP: 20001 LODGING CHECK-IN DATE: 05/18/19 SALES TAX: \$ 0.00 TAX INCLUDED:	
05/18	05/20	24431064BM0YH238B	HYATT REGENCY LONG BEACH LONG BEACH CA	1,067.61
			MCC: 3640 MERCHANT ZIP: 90802 LODGING CHECK-IN DATE: 05/14/19 SALES TAX: \$ 0.00 TAX INCLUDED:	
05/18	05/20	24431064BWESNMHXX	AMERICAN AIR001026060980 FORT WORTH TX	30.00
			MCC: 3001 MERCHANT ZIP: 90045 SALES TAX: \$ 0.00 TAX INCLUDED: SIMS/MYRTIS EBC FEE	

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Summary of Account Activity		
Previous Balance	\$	9,273.30
Payments	-	1,841.92
Other Credits	-	1,666.10
Purchases/Debits	+	8,001.58
Cash Advances	+	0.00
Finance Charges	+	0.00
New Balance		13,766.84
Credit Limit		20,000.00
Available Credit		6,233.00

Payment Information	
Statement Closing Date	08/01/19
New Balance	13,766.84
Minimum Payment Due	13,765.84
Payment Due Date	08/26/19
Past Due Amount	7,431.38

An amount followed by a minus (-) is a credit or a credit balance, unless otherwise indicated.

PAYMENT ADDRESS
 CARD SERVICES
 PO BOX 875852
 KANSAS CITY, MO 64187-5852

ACCOUNT INQUIRIES AND
 LOST STOLEN CARDS
 888-494-5141

CARD SERVICES
 PO BOX 419734
 KANSAS CITY MO 64141-6734

Telephoning about billing errors will not preserve your rights under federal law. See the Billing Rights Summary on the reverse side.

Transaction Information

Transaction Date	Posting Date	Reference Number	Purchases, Cash Advances, Payments, Credits and Adjustments since last statement	Amount
			TOTAL XXXX XXXX XXXX 7611 \$1,841.92-	
06/04	06/04	F55800064000SQ196	CK PAYMENT THANK YOU KANSAS CITY MO	1,841.92-
			MADISON COUNTY BOS	
			TOTAL XXXX XXXX XXXX 7579 \$5,007.82	
07/03	07/05	24431065S05K43X6H	HORSESHOE ADVANCE DEP 8662094732 MS MCC: 7011 MERCHANT ZIP: 38664 LODGING CHECK-IN DATE: 07/02/19 SALES TAX: \$ 0.00 TAX INCLUDED:	128.70
07/03	07/05	24717055TTBZ5GBAR	DELTA AIR 0062378895737 DELTA.COM CA MCC: 3068 MERCHANT ZIP: JACKSON ADAMS/A JACKSON ATLANTA ATLANTA ORLANDO ORLANDO ATLANTA ATLANTA JACKSON	441.00
07/04	07/05	24431065TM14MDB0K	HYATT RGNCY GRND CYPRESS 8885886308 FL MCC: 3640 MERCHANT ZIP: 32836 LODGING CHECK-IN DATE: 08/16/19 SALES TAX: \$ 0.00 TAX INCLUDED:	201.38
07/16	07/18	744310666MSFR804B	WASHINGTON COURT HOTEL WASHINGTON CREDIT MCC: 7011 MERCHANT ZIP: 20001 SALES TAX: \$ 0.00 TAX INCLUDED:	755.21
07/16	07/18	744310666MSFR804K	WASHINGTON COURT HOTEL WASHINGTON CREDIT MCC: 7011 MERCHANT ZIP: 20001 SALES TAX: \$ 0.00 TAX INCLUDED:	755.21
07/17	07/18	244939866P5V84W2L	HOLLYWOOD GULF COAST BAY SAINT LOU MS MCC: 7011 MERCHANT ZIP: 39520 LODGING CHECK-IN DATE: 07/15/19 SALES TAX: \$ 0.00 TAX INCLUDED:	323.73
07/17	07/18	7469216662XDJX8D0	COURTYARD BY MARRIOTT GULFPORT M CREDIT MCC: 3690 MERCHANT ZIP: 39501 LODGING CHECK-IN DATE: 07/17/19 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 0000000000000000	155.68
07/18	07/19	2469216672Y13WA43	RENAISSANCE HTL ARL CA ARLINGTON VA MCC: 3530 MERCHANT ZIP: 22202 LODGING CHECK-IN DATE: 07/15/19 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 0000000000000000	919.54
07/18	07/19	2469216672Y13WA5D	RENAISSANCE HTL ARL CA ARLINGTON VA MCC: 3530 MERCHANT ZIP: 22202 LODGING CHECK-IN DATE: 07/15/19 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 0000000000000000	600.20

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