




## PURCHASING DEPARTMENT

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

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**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 employee for county purchase 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 Administrator Shelton Vance has requested that I secure a procurement card for new employee Hamilton Drew Ridinger. I therefore request authority to apply for said card.