




## PURCHASING DEPARTMENT

Madison County Board of Supervisors  
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October 17, 2022

**To:** Board of Supervisors  
**From:** Kesha Jackson, Purchasing Clerk   
**Subject:** Authority to Purchase Press-and-Seal Forms for Constables

State law requires prior board approval for expenditures for constables, except for those items the county is required by law to furnish. The required items are: (1) two official duty uniforms, (2) a blue light, (3) vehicle identification emblems, and (4) certain required training.

Constable Brad Harbour has requested that I order 8,000 press-and-seal forms for the mail outs the constables use to collect unpaid fines. The cost would be approximately \$1,416.00 plus freight of \$200.00.

Here is the pricing.

Blank Pressure seal Z-fold – 2,000 per box – 4 boxes  
8,000 quantity - \$1,416.00 plus the freight estimate (\$200.00)

Thanks,  
Lee ☺

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