

PURCHASING DEPARTMENT

Madison County Board of Supervisors 146 West Center Street / Post Office Box 608 Canton, MS 39046 Office (601)~855~5534 ~ Fax (601) 859~5875

February 20, 2024

To:

Board of Supervisors

From:

Kesha Jackson, Purchasing Clerk

Subject February 2024 Travel Card Reconciliation Report

Per Department of Finance and Administration regulations, please accept this report into your minutes and authorize payment of the same.

TRAVEL CARD RECONCILATION

STATEMENT CLOSING DATE 2/1/2024

DEPARTMENT TRAVEL CARDS	CARD USER	<u>PURPOSE</u>	USE DATE	VENDOR NAME	<u>AMOUNT</u>	DESCRIPTION
BOS1 CARD BOS1 CARD TOTAL	CJ Garavelli	lodging	1/9/2024	Comfort Suites	(\$27.80) (\$27.80)	tax credit
BOS2 CARD TOTAL	Clara Griffin Loretta Phillips Loretta Phillips Clara Griffin	lodging lodging lodging lodging	1/9/2024 1/9/2024 1/9/2024 1/9/2024	SHRM Housing SHRM Housing SHRM Housing SHRM Housing	\$460.21 \$460.21 \$419.12 \$419.12	meeting meeting meeting meeting
BOS2 CARD TOTAL					\$1,758.66	
SO1 CARD	William Horton Joel Evans Joel Evans	lodging lodging lodging	1/11/2024 1/20/2024 1/20/2024	Holiday Inn Express Holiday Inn Holiday Inn	(\$46.04) \$932.86 (\$62.05)	tax credit meeting tax credit
SO1 CARD TOTAL				.*	\$824.77	
TOTAL TO PAY					\$2,583.43	





Summary of Account Activity

Previous Balance	\$2,031.91
Payments/Debits	-\$1,173.43
Other Credits	-\$135.89
Purchases	+\$2,691.52
Cash Advances	+\$0.00
Fees Charged	+\$0.00
Interest Charged	+\$0.00
New Balance	= \$3,414.11
Credit Limit	\$50,000.00
Available Credit	\$46,585.89
Cash Advance Limit	\$3,500.00
Available for Cash Advance	\$3,500.00
Statement Closing Date	02/01/24

Payment Information

New Balance	\$3,414.11
Minimum Payment Due	\$3,414.11
Payment Due Date	02/27/24
Past Due Amount \$7	
Minimum Payment Due inclu	des Past Due
Amount and/or Overlimit Am	ount.

Account Name
MADISON COUNTY BOS
Payment Reference Number
80000018751
Account Number
XXXX XXXX XXXX 7611
Page 1 of 4

Payment Address:

CARD SERVICES
PO BOX 875852
KANSAS CITY MO 64187-5852

Contact Us:

Telephoning about billing errors will not preserve your rights under federal law.

IMPORTANT - You've missed a payment

Your account is past due. Please submit a payment equal to or greater than the Minimum Amount Due immediately. Disregard this notice if a payment has already been made.

Electronic statements will simplify your life, help you become more organized and are good for the environment. Sign up for eStatements today! Visit www.umb.com or use your mobile app, log in, click your credit card account tile, select **Settings** from the menu and then **Statement Preferences**. Set your preference to **Electronic Delivery**. We make up to 18 months of eStatements available to you at no cost. Your electronic **Account Statements** are accessible under the **Services** menu option.

Late Payment Warning:

Days in Billing Cycle

If we do not receive your minimum payment by the Payment Due Date, you may have to pay a late fee up to \$39.00.

If you are experiencing financial difficulties due to a recent natural disaster, please contact us at 888.494.5141 to discuss payment options best suited to your needs. We are here to help.

Corporate Transaction Information

Transaction Date	Posting Date	Reference Number	Description	Amount
01/29	01/29	40290006157754201210007	PAYMENT RECEIVED - THANK YOU	- 1,173.43

UMB

CARD CENTER PO BOX 419734 KANSAS CITY MO 64141-6734

Please send address change requests to commercial.bankcards@umb.com. If you have any questions please contact 888-494-5141.

MADISON COUNTY BOS 146 WEST CENTER ST CANTON MS 39046 Account Number New Balance Payment Due Date Past Due Amount Minimum Payment Amount Enclosed XXXX XXXX XXXX 7611 \$3,414.11 02/27/24 \$722.59 \$3,414.11

CARD SERVICES PO BOX 875852 KANSAS CITY MO 64187-5852

Cardholder Transaction Information

Transaction Date	Posting Date	Reference Description Number	Amount
MADISON CO	UNTY BOS	XXXX XXXX 7579 TOTAL: \$1,758.66	
01/09	01/10	24915074009207439000077 SHRM HSG 888.241.8398 800-906-4213 TX 4722: TRAVEL AGENCIES 000075093	460.21
01/09	01/10	24915074009207439000085 SHRM HSG 888.241.8398 800-906-4213 TX 4722: TRAVEL AGENCIES 000075093	460.21
01/09	01/10	24915074009207439000093 SHRM HSG 888.241.8398 800-906-4213 TX 4722: TRAVEL AGENCIES 000075093	419.12
01/09	01/10	24915074009207439000101 SHRM HSG 888.241.8398 800-906-4213 TX 4722: TRAVEL AGENCIES 000075093	419.12
MADISON CO	SHERIFF 1	XXXX XXXX 9039 TOTAL: \$824.77	
01/11	01/14	74943004012796443133620 HOLIDAY INN EXPRESS 6016025502 MS 3501: HOLIDAY INNS 000039401	- 46.04
01/20	01/22	24943004021970649510105 HOLIDAY INN COOKEVILLE 9318816971 TN 3501: HOLIDAY INNS 000038501	932.86
01/20	01/22	CHECK IN/OUT: 01/15/2024 74943004021970649963952 HOLIDAY INN COOKEVILLE 9315594539 TN 3501: HOLIDAY INNS 000038501	- 62.05
MADISON CO	UNTY BOS	XXXX XXXX 2740 TOTAL: -\$27.80	
01/09	01/17	74755424016150107312091 COMFORT INNS STARKVILLE MS 3562: COMFORT INNS 000039759	- 27.80

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge	
PURCHASES	0.00%	\$2,691.52	\$0.00	
(v) = Variable Rate				

Do you need to dispute a transaction?

If you believe that your statement is incorrect or would like additional information about a transaction on your statement, please contact us at 888-494-5141 for assistance. You must notify us within sixty (60) days from the transaction date to dispute any erroneous transactions.

Commercial Card Services:

888-494-5141 24/7/365

When you wish to dispute a Card transaction, you must provide us with the following information: (i) User ID (if applicable); (ii) Card account number; (iii) the dollar amount of any billing dispute or suspected error; (iv) reason that you believe the bill is incorrect; and (v) a summary of the steps that you may have already taken with the merchant in question to resolve the matter.

We will investigate the disputed amount and determine whether, in our view, the amount was properly billed to your account. Until we complete our investigation and determine whether the amount was properly billed, you will not be liable for the amount of the disputed transaction.

Has a Card been lost, stolen or otherwise compromised?

You must notify us at once if a Card is lost or stolen. You should also notify us if you think someone used one of your Cards without authorization. Please contact our Commercial Card Services team immediately if you believe a Card belonging to you is lost, stolen or has been compromised in any way.

Commercial Card Services:

888-494-5141 24/7/365





Summary of Account Activity

Total Activity	\$1,758.66
Credit Limit	\$20,000.00
Cash Advance Limit	\$3,500.00
Statement Closing Date	02/01/24
Days in Billing Cycle	31

Not an invoice. For your records only.

Cardholder Name MADISON COUNTY BOS

Account Number XXXX XXXX XXXX 7579

Page 1 of 4

Contact Us:

Lost/Stolen and

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Transaction Information - Notice Memo Item(s) Listed Below

Transaction Date	Posting Date	Reference Description Number		Amount
01/09	01/10	24915074009207439000077 SHRM HSG 888.241.8398 4722: TRAVEL AGENCIES 000075093	800-906-4213 TX	460.21
01/09	01/10	24915074009207439000085 SHRM HSG 888.241.8398 4722: TRAVEL AGENCIES 000075093	800-906-4213 TX	460.21
01/09	01/10	24915074009207439000093 SHRM HSG 888.241.8398 4722: TRAVEL AGENCIES 000075093	800-906-4213 TX	419.12
01/09	01/10	24915074009207439000101 SHRM HSG 888.241.8398 4722: TRAVEL AGENCIES 000075093	800-906-4213 TX	419.12

CARD CENTER PO BOX 419734 KANSAS CITY MO 64141-6734

Account Number New Balance Statement Date XXXX XXXX XXXX 7579 \$1,758.66 02/01/24

UMB

MADISON COUNTY BOS MADISON COUNTY BOS MADISON COUNTY BOS 146 WEST CENTER STREET CANTON MS 39046

**ND010693

Not an invoice. For your records only.

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Cardholder Name: MADISON COUNTY BOS

Account Number: XXXX XXXX XXXX 7579

Page 2 of 4

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Commercial Card Services:

888-494-5141 24/7/365

Kesha Jackson

From:

SHRM Housing <info@cvent.com>

Sent:

Tuesday, January 9, 2024 9:57 AM

To:

Kesha Jackson

Subject:

Hotel Confirmation: SHRM Annual Conference & Expo 2024

Follow Up Flag:

Follow up

Flag Status:

Flagged

CAUTION! External Content. Please use caution when opening attachments and links. Do not provide your username and password if requested.



Dear Clara,

Thank you for reserving your room for SHRM Annual Conference & Expo 2024 to be held Jun 23, 2024 - Jun 26, 2024 in Chicago, IL. A summary of your hotel detail is listed below. Please check your arrival and departure dates carefully.

Reservation modifications and cancellations can be made online by <u>clicking here</u>. You may also contact us by email at shrm@mcievents.com or by calling 972-349-7473. Our agents are available Monday-Friday from 8am-5pm CST.

Reservation Information			
Acknowledgement Number:	1ZLG8DI2 Your confirmation (acknowledgement number) is assigned by SHRM Housing. After 5/30/24, you will receive a new confirmation containing the actual hotel confirmation number.		
Hotel Confirmation Number:	Pending. Another email will be sent with your hotel number.		
Your hotel:	Marriott Marquis Chicago McCormick Place		
Check-in:	Jun 22, 2024		
Check-out:	Jun 25, 2024		

Room type:	Lake View King Room
Guests per room:	1
Guest name:	Clara Griffin
Share withs:	Clara Griffin
Requests:	
Guarantee method:	Credit Card
Nightly Rates:	Date Guests Status Rate Jun 22, 2024 1 Confirmed 392.00 Jun 23, 2024 1 Confirmed 392.00 Jun 24, 2024 1 Confirmed 392.00
Additional Person Charges:	Additional GuestRate Second Guest 0.00
One Night's Room & Tax Deposit Paid:	460.21
Total Room Charge:	Room rates do not include 17.4% tax per room per night (subject to change without notice).
Deposit/Cancellation Policy:	72 hours prior to arrival.
Marian Property and Company	Hotel Information
Hotel Name:	Marriott Marquis Chicago McCormick Place
Address:	2121 S Prairie Ave Chicago, IL 60616
Weather:	View the Weather Forecast

A kind note about calling "the hotel "just to be sure

Please do not call your hotel "to be sure". Rest assured that if you have received a confirmation number already from SHRM Annual Conference & Expo 2024 Housing/MCI USA, the hotel will honor your booking.

SHRM Annual Conference & Expo 2024 Housing/MCI USA 6100 W Plano Parkway, Suite 3500, Plano, TX 75093

Phone: 972-349-7473 Email: shrm@mcievents.com

Kesha Jackson

From:

SHRM Housing <info@cvent.com>

Sent:

Tuesday, January 9, 2024 9:57 AM

To:

Kesha Jackson

Subject:

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Follow Up Flag:

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Dear Loretta,

Thank you for reserving your room for SHRM Annual Conference & Expo 2024 to be held Jun 23, 2024 - Jun 26, 2024 in Chicago, IL. A summary of your hotel detail is listed below. Please check your arrival and departure dates carefully.

Reservation modifications and cancellations can be made online by <u>clicking here</u>. You may also contact us by email at shrm@mcievents.com or by calling 972-349-7473. Our agents are available Monday-Friday from 8am-5pm CST.

Reservation Information			
Acknowledgement Number:	USB5DD8J Your confirmation (acknowledgement number) is assigned by SHRM Housing. After 5/30/24, you will receive a new confirmation containing the actual hotel confirmation number.		
Hotel Confirmation Number:	Pending. Another email will be sent with your hotel number.		
Your hotel:	Marriott Marquis Chicago McCormick Place		
Check-in:	Jun 22, 2024		
Check-out:	Jun 25, 2024		

Room type:	Lake View King Room			
Guests per room:	1			
Guest name:	Loretta Phillips			
Share withs:	Loretta C Phillips			
Requests:				
Guarantee method:	Credit Card			
Nightly Rates:	Date Guests Status Rate Jun 22, 2024 1 Confirmed 392.00 Jun 23, 2024 1 Confirmed 392.00 Jun 24, 2024 1 Confirmed 392.00			
Additional Person Charges:	Additional GuestRate Second Guest 0.00			
One Night's Room & Tax Deposit Paid:	460.21			
Total Room Charge:	Room rates do not include 17.4% tax per room per night (subject to change without notice).			
Deposit/Cancellation Policy:	72 hours prior to arrival.			
	Hotel Information			
Hotel Name:	Marriott Marquis Chicago McCormick Place			
Address:	2121 S Prairie Ave Chicago, IL 60616			
Weather:	View the Weather Forecast			

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SHRM Annual Conference & Expo 2024 Housing/MCI USA 6100 W Plano Parkway, Suite 3500, Plano, TX 75093
Phone: 972-349-7473
Email: shrm@mcievents.com

2

Kesha Jackson

From:

SHRM Housing <info@cvent.com>

Sent:

Tuesday, January 9, 2024 10:09 AM

To:

Kesha Jackson

Subject:

Hotel Confirmation: SHRM Annual Conference & Expo 2024

Follow Up Flag:

Follow up

Flag Status:

Flagged

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Reservation Information			
Acknowledgement Number:	4ZKA567G		
	Your confirmation (acknowledgement number) is assigned by SHRM Housing. After 5/30/24, you will receive a new confirmation containing the actual hotel confirmation number.		
Hotel Confirmation Number:	Pending. Another email will be sent with your hotel number.		
Your hotel:	Marriott Marquis Chicago McCormick Place		
Check-in:	Jun 25, 2024		
Check-out:	Jun 26, 2024		

r	
Room type:	ROH
Guests per room:	1
Guest name:	Clara Griffin
Share withs:	Clara Griffin
Requests:	
Guarantee method:	Credit Card
Nightly Rates:	Date Guests Status Rate Jun 25, 2024 1 Confirmed 357.00
Additional Person Charges:	Additional Guest Rate Second Guest 0.00 Third Guest 10.00 Fourth Guest 20.00
One Night's Room & Tax Deposit Paid:	419.12
Total Room Charge:	Room rates do not include 17.4% tax per room per night (subject to change without notice).
Deposit/Cancellation Policy:	72 hours prior to arrival.
Design the Galletin and the Control of the Control	Hotel Information
Hotel Name:	Marriott Marquis Chicago McCormick Place
Address:	2121 S Prairie Ave Chicago, IL 60616
Weather:	View the Weather Forecast

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	Reservation Information
Acknowledgement Number:	FM2FCHEC
	Your confirmation (acknowledgement number) is assigned by SHRM Housing. After 5/30/24, you will receive a new confirmation containing the actual hotel confirmation number.
Hotel Confirmation Number:	Pending. Another email will be sent with your hotel number.
Your hotel:	Marriott Marquis Chicago McCormick Place
Check-in:	Jun 25, 2024
Check-out:	Jun 26, 2024

Room type:	ROH
Guests per room:	1
Guest name:	Loretta Phillips
Share withs:	Loretta C Phillips
Requests:	
Guarantee method:	Credit Card
Nightly Rates:	Date Guests Status Rate Jun 25, 2024 1 Confirmed 357.00
Additional Person Charges:	Additional Guest Rate Second Guest 0.00 Third Guest 10.00 Fourth Guest 20.00
One Night's Room & Tax Deposit Paid:	419.12
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Address:	2121 S Prairie Ave Chicago, IL 60616
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SHRM Annual Conference & Expo 2024 Housing/MCI USA 6100 W Plano Parkway, Suite 3500, Plano, TX 75093 Phone: 972-349-7473

Email: shrm@mcievents.com





Summary of Account Activity

Total Activity \$824.77

Credit Limit \$10,000.00

Cash Advance Limit \$0.00

Statement Closing Date 02/01/24

Days in Billing Cycle 31

Not an invoice. For your records only.

Cardholder Name MADISON CO SHERIFF 1

Account Number XXXX XXXX XXXX 9039

Page 1 of 4

Contact Us:

Late Payment Warning:

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Transaction Information - Notice Memo Item(s) Listed Below

Transaction Date	Posting Date	Reference Number	Description			Amount
01/11	01/14	74943004012796443133620 3501: HOLIDAY INNS 000039		6016025502	MS	-46.04
01/20	01/22	24943004021970649510105 3501: HOLIDAY INNS 000038		E 931881697	1 TN	932.86
			CHECK IN/OUT: 01/15/20	024		
01/20	01/22	74943004021970649963952 3501: HOLIDAY INNS 000038		E 931559453	9 TN	-62.05

UMB

CARD CENTER PO BOX 419734 KANSAS CITY MO 64141-6734

Account Number New Balance Statement Date XXXX XXXX XXXX 9039 \$824.77 02/01/24

MADISON CO SHERIFF 1 MADISON COUNTY BOS MADISON COUNTY BOS PO BOX 608 CANTON MS 39046-0608

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Not an invoice. For your records only.

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Page 2 of 4

Account Number: XXXX XXXX XXXX 9039

Cardholder Name: MADISON CO SHERIFF 1

Do you need to dispute a transaction?

If you believe that your statement is incorrect or would like additional information about a transaction on your statement, please contact us at 888-494-5141 for assistance. You must notify us within sixty (60) days from the transaction date to dispute any erroneous transactions.

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Commercial Card Services:

888-494-5141 24/7/365 NAME: MCSO - card 1
CARD NUMBER: XXXX 9039
BILLING PERIOD: Jan-24

DATE	VENDOR	AMOUNT	USER	PRODUCT(S)	FUND	DEPT.	PURPOSE ·	RECEIPT
1/11/2024	Holiday Inn Express	-\$46.04	William Horton	tax credit	001	200	480	Υ
1/20/2024	Holiday Inn	\$932.86	Joel Evans	hotel	001	200	480	Υ
1/20/2024	Holiday Inn	-\$62.05	Joel Evans	tax credit	001	200	480	γ

TOTAL \$824.77





Total Activity

\$824.77

Credit Limit Cash Advance Limit Statement Closing Date

Days in Billing Cycle

\$10,000.00 \$0.00 02/01/24

31

Not an invoice. For your records only.

VISA

Cardholder Name MADISON CO SHERIFF 1

Account Number XXXX XXXX XXXX 9039

Page 1 of 4

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Lost/Stolen and

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01/20	01/22	24943004021970649510105 3501: HOLIDAY INNS 000038		LE 9318816971 TN	932.86
01/20	01/22	74943004021970649963952			-62.05

UMB

CARD CENTER PO BOX 419734 KANSAS CITY MO 64141-6734

Account Number New Balance Statement Date XXXX XXXX XXXX 9039 \$824.77 02/01/24

MADISON CO SHERIFF 1 MADISON COUNTY BOS MADISON COUNTY BOS PO BOX 608 CANTON MS 39046-0608

**NOD10707

Not an invoice. For your records only.

<u> Որվախիկին անկիրի հորիկին իրանի անի</u>



AN IHG HOTEL

23

01-11-24

William Horton	Folio No.	: 7122	Room No. :	122
United States	A/R Number	:	Arrival :	12-11-23
	Group Code	:	Departure :	12-15-23
	Company	:	Conf. No. :	88660801
	Membership No.	:	Rate Code :	IDMES
	Invoice No.	:	Page No. :	1 of 1

Date	English Total Street, Action	Description		Charges	Credits
12-11-23	*Accommodation			115.12	
12-11-23	State Tax 7%			8.06	
12-11-23	Occupancy Tax 3%			3.45	
12-12-23	*Accommodation			115.12	
12-12-23	State Tax 7%			8.06	
12-12-23	Occupancy Tax 3%			3.45	
12-13-23	*Accommodation			115.12	
12-13-23	State Tax 7%			8.06	
12-13-23	Occupancy Tax 3%			3.45	
12-14-23	*Accommodation			115.12	
12-14-23	State Tax 7%			8.06	
12-14-23	Occupancy Tax 3%			3.45	
12-15-23	Visa				506.52
	V,	XXXXXXXXXXX9039			
)1-11-24	State Tax 7%			-32.24	
01-11-24	Occupancy Tax 3%			-13.80	
01-11-24	Visa	tax exempt reversal			-46.04
	\$	XXXXXXXXXXX9039			
	•		Total	460.48	460.48
	1		Balance	0.00	

Guest Signature:

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Hattiesburg-West 209 Thornhill Drive Hattiesburg, MS 39401 Telephone: (601) 602-5502 Fax: (601) XXX-XXXX



3

01-20-24

Madison County Sheriff S Office Folio No. : 42175 Room No. : 404 2941 Hwy. 51 A/R Number Arrival 01-15-24 Canton 39046 **Group Code** Departure : 01-20-24 **United States** Company Conf. No. : : leisure 83382704 Membership No.: PC Rate Code: IKME8 238312694 Invoice No. Page No. : 1 of 3

Date		Description	Charges	Credits
01-15-24	*Accommodation		155.80	
01-15-24	Sales Tax - 9.75%		15.19	
01-15-24	County Tax - 7%		10.91	
01-15-24	City Tax - 3%		4.67	
01-16-24	*Accommodation		165.30	
01-16-24	Sales Tax - 9.75%	•	16.12	
01-16-24	County Tax - 7%		11.57	
01-16-24	City Tax - 3%		4.96	
01-17-24	*Accommodation		165.30	
01-17-24	Sales Tax - 9.75%		16.12	
01-17-24	County Tax - 7%		11.57	
01-17-24	City Tax - 3%		4.96	
01-18-24	*Accommodation		165.30	
01-18-24	Sales Tax - 9.75%		16.12	
01-18-24	County Tax - 7%	,	11.57	
01-18-24	City Tax - 3%		4.96	
01-19-24	*Accommodation		127.30	
01-19-24	Sales Tax - 9.75%		12.41	•
01-19-24	County Tax - 7%		8.91	
01-19-24	City Tax - 3%		3.82	
01-20-24	Visa			932.86

XXXXXXXXXXXX9039

Holiday Inn Cookeville 1091 S Willow Ave Cookeville TN 38501 Telephone: (931) 559-4540

Owned by HIC LLC and Operated by Gibson Management Group



3

01-20-24

Madison County Sheriff S Office Folio No. : 42175 Room No. : 404 2941 Hwy. 51 A/R Number Arrival 01-15-24 **Canton 39046 Group Code** Departure : 01-20-24 **United States** Company leisure Conf. No. : 83382704 Membership No. : PC Rate Code: 238312694 IKME8 Invoice No. Page No. : 1 of 3

Date	Description	Charges	Credits
01-15-24	*Accommodation	155.80	
01-15-24	Sales Tax - 9.75%	15.19	
01-15-24	County Tax - 7%	10.91	
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01-18-24	City Tax - 3%	4.96	
01-19-24	*Accommodation	127.30	
01-19-24	Sales Tax - 9.75%	12.41	
01-19-24	County Tax - 7%	8.91	
01-19-24	City Tax - 3%	3.82	
01-20-24	Visa		932.86
	XXXXXXXXXX9039		
01-20-24	Sales Tax - 9.75%	-62.05	
01-20-24	Visa refund tx		-62.05

XXXXXXXXXXX9039

Holiday Inn Cookeville 1091 S Willow Ave Cookeville TN 38501

Telephone: (931) 559-4539 Fax: (931) 559-4540

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