Center for Government & Community Development

May 13, 2024

MEMORANDUM

TO:

Board Presidents, Chancery Clerks, Purchase Clerks, Receiving Clerks, and Inventory Control

Clerks

FROM:

Sunner Vaves

Sumner Davis

SUBJECT:

2024 Certification Training for County Purchase Clerks, Receiving Clerks, and Inventory

Control Clerks

Ladies and gentlemen, plans for the 2024 certification programs for *ALL* county purchase clerks, receiving clerks, and inventory control clerks are complete. You will find a schedule for the seminars attached to this memorandum. If you hold two (2) clerk positions, you must be certified in both positions. Therefore, you are required to register and attend two (2) separate seminars.

The County Government Reorganization Act of 1988 specifies that all county centralized purchasing officials—the purchase clerk, the receiving clerk, and the inventory control clerk—must be certified in their positions at the beginning of a new term of office or within one year of their appointment. Certification requires attendance at this seminar and successful completion of an examination covering the material taught during the seminar.

Also attached to this memorandum is the registration form for the training session. Clerks needing certification and attending a seminar should complete the registration form and return it to me with the registration fee by Friday, June 7th. It is important that you indicate which seminar you will attend. Please make as many copies of the registration form as you need. The registration fee for the seminar is \$100.00. Warrants should be made payable to the Center for Government & Community Development.

Note that the purchase clerk workshop usually lasts about an hour longer than the workshops for receiving and inventory control clerks. If you ride with a purchase clerk, make plans as to how you will spend the extra time while he or she completes the purchase clerk workshop.

All clerks needing certification in their positions must attend one of these seminars and successfully complete the examination. Deputy clerks, assistants, and others are welcome to attend, but they will not take the examination for certification. If you have questions concerning the details of the certification program or the training session, please contact me.

sd

Enclosures

c: Mr. Tom Chain, State Department of Audit, Technical Assistance Division

2024 CERTIFICATION SEMINARS FOR COUNTY PURCHASE CLERKS, RECEIVING CLERKS, AND INVENTORY CONTROL CLERKS

Conducted by the Office of the State Auditor in Cooperation with the Center for Government & Community Development in the Mississippi State University Extension Service

SCHEDULE OF SEMINARS

I. Date: Monday, June 10th

Location: The Mississippi Gulf Coast Coliseum and Convention Center

Biloxi, Mississippi

Time: Registration begins at 1:00 pm and seminars will start at 1:30 pm

(Note: this seminar is being held in the same location as the Mississippi Association of Supervisors (MAS) Annual Convention. Participation in the certification program only, does not require registration for the MAS Convention. However, if you are going to participate in the certification program and also attend the MAS

Convention, you will need to register for both.)

II. Date: Tuesday, July 30th

Location: The Oxford Convention Center

Oxford, Mississippi

Time: Registration begins at 8:30 am and seminars will start at 9:00 am

III. Date: Thursday, August 1st

Location: Hilton Hotel and Convention Center

County Line Road Jackson, Mississippi

Time: Registration begins at 8:30 am and seminars will start at 9:00 am

REGISTRATION FORM 2024 CERTIFICATION PROGRAM SEMINAR COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS

Please return a registration form for each person attending the certification program on or before **Friday**, **June 7, 2024**. A \$100.00 registration fee (warrants made payable to the Center for Government & Community Development) is required for each participant. Mail your registration form & fee to me at the following address: Sumner Davis, GCD/MSU-ES, Box 9643, Mississippi State, MS 39762.

	NAME:		
	POSITION:		
	COUNTY:		
	ADDRESS:		
	TELEPHONE:		
	☐ Paymer	nt is enclosed	
	☐ Paymen	it is not enclosed but	t will mailed on
	indicate which meeting you		mber, if you serve in two separate positions, you must be
a	Monday, June 10 th	Biloxi	Gulf Coast Coliseum & Convention Center
۵	Tuesday, July 30 th	Oxford	Oxford Convention Center
Q	Thursday, August 1st	Jackson	The Hilton Hotel, County Line Road
	REQUIRED CERTIFICATION FOR OFFICIALLY-DESIGNATED CLERKS The individual named above has been officially designated by the Board of Supervisors in our county as the (Purchase Clerk, Receiving Clerk, or Inventory Control Clerk)		
	and must be certified in that position by the State Auditor.		
	Date of Appointment		
	President, Board of Supervis	ors	Date