



# 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

January 21, 2025

To: Board of Supervisors

From: Kesha Jackson, Purchasing Clerk

Subject January 2025 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 RECONCILIATION

STATEMENT CLOSING DATE 1/1/2025

<u>DEPARTMENT TRAVEL CARDS</u>	<u>CARD USER</u>	<u>PURPOSE</u>	<u>USE DATE</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
BOS1 CARD						meeting
	Staci Oneal	lodging		Hilton Washington	(\$27.82)	meeting
	Jamie Ballard	lodging		Hilton Washington	(\$18.54)	meeting
	Amy Nisbett	lodging		Hilton Washington	(\$18.54)	meeting
BOS1 CARD TOTAL						
TOTAL TO PAY					(\$64.90)	



### Summary of Account Activity

Previous Balance	\$1,028.27
Payments/Debits	-\$0.00
Other Credits	-\$64.90
Purchases	+\$0.00
Cash Advances	+\$0.00
Fees Charged	+\$0.00
Interest Charged	+\$0.00
<b>New Balance</b>	<b>= \$963.37</b>

### Payment Information

New Balance	\$963.37
Minimum Payment Due	\$963.37
Payment Due Date	01/27/25
Past Due Amount	\$963.37
Minimum Payment Due includes Past Due Amount and/or Overlimit Amount.	

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

Credit Limit	\$50,000.00
Available Credit	\$49,036.63
Cash Advance Limit	\$3,500.00
Available for Cash Advance	\$3,500.00
Statement Closing Date	01/01/25
Days in Billing Cycle	31

**Payment Address:**  
 CARD SERVICES  
 PO BOX 875852  
 KANSAS CITY MO 64187-5852

**Contact Us:**  
 Lost/Stolen and  
 General Inquiries: ..... 888-494-5141  
 Alternate Number: ..... 816-843-2000

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.

### Late Payment Warning:

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
------------------	--------------	------------------	-------------	--------

No activity this statement period.

### Cardholder Transaction Information

Transaction Date	Posting Date	Reference Number	Description	Amount
<b>MADISON COUNTY BOS XXXX XXXX XXXX 2740 TOTAL: -\$64.90</b>				
11/26	12/03	74755424337123324945078	HILTON WASHINGTON CERTIFI202-4833000 DC 7399: BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED 000020009	-27.82



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	XXXX XXXX XXXX 7611
New Balance	\$963.37
Payment Due Date	01/27/25
Past Due Amount	\$963.37
Minimum Payment	\$963.37
Amount Enclosed	

CARD SERVICES  
 PO BOX 875852  
 KANSAS CITY MO 64187-5852

800000187511 0000096337 0000096337 9465

Account Name: MADISON COUNTY BOS

Account Number: XXXX XXXX XXXX 7611

### Cardholder Transactions Continued

Transaction Date	Posting Date	Reference Number	Description	Amount
11/26	12/03	74755424337123324945177	HILTON WASHINGTON CERTIFI202-4833000 DC 7399: BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED 000020009	- 18.54
11/26	12/03	74755424337123324945284	HILTON WASHINGTON CERTIFI202-4833000 DC 7399: BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED 000020009	- 18.54

### 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%	\$965.46	\$0.00

(v) = Variable Rate



Account Name: MADISON COUNTY BOS

Account Number: XXXX XXXX XXXX 7611

**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



Cardholder Name: MADISON COUNTY BOS

Account Number: XXXX XXXX XXXX 2740



Cardholder Name: MADISON COUNTY BOS

Account Number: XXXX XXXX XXXX 2740

**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





WASHINGTON HILTON  
 1919 CONNECTICUT AVE,NW  
 WASHINGTON, DC 20009  
 United States of America  
 TELEPHONE 202-483-3000 • FAX 202-939-3271  
 Reservations  
 www.hilton.com or 1 800 HILTONS

O'NEAL, STACI  
 113 MONT HELENA  
 MADISON MS 39110  
 UNITED STATES OF AMERICA

Room No: 5137/K1  
 Arrival Date: 11/18/2024 3:42:00 PM  
 Departure Date: 11/21/2024 5:00:00 PM  
 Adult/Child: 1/0  
 Cashier ID: dadkisson2  
 Room Rate: 188.00  
 AL:  
 HH # 2068859012 BLUE  
 VAT #  
 Folio No/Che 3256102 A

Confirmation Number: 3122435172

WASHINGTON HILTON 1/10/2025 3:48:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/7/2024	Advance Deposit	GunjanJ	16409403		(\$454.53)	
10/9/2024	Advance Deposit	VaraPrasa d1	16413924		(\$227.26)	
11/18/2024	GUEST ROOM	EMEKENE	16524750	\$188.00		
11/18/2024	HOTEL TAX (15.95%)	EMEKENE	16524750	\$29.99		
11/19/2024	GUEST ROOM	IAHMAD12	16526709	\$188.00		
11/19/2024	HOTEL TAX (15.95%)	IAHMAD12	16526709	\$29.99		
11/20/2024	GUEST ROOM	IAHMAD12	16528655	\$188.00		
11/20/2024	HOTEL TAX (15.95%)	IAHMAD12	16528655	\$29.99		
11/26/2024	Advance Deposit	Shanbhog Vikas	16413924	\$27.82		
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE	29665E	MERCHANT ID	8030091899
CARD NUMBER	MC *5503	EXP DATE	08/27
TRANSACTION ID	16316336	TRANS TYPE	Sale

**From:** Dawn Adkisson <dawn.adkisson@hilton.com>  
**Sent:** Friday, January 10, 2025 3:48 PM  
**To:** Keshia Jackson <Keshia.Jackson@madison-co.com>  
**Subject:** RE: Folio

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

Hi, it shows twice if there was a charge and then credit, remember if it shows a minus in front of the amount it means charge, right underneath that charge should be the credit which does not show the minus sign if that helps.

**If calling us directly isn't for you, Did you know you can chat with a member of our team at:**

[home - OTC \(service-now.com\)](https://www.service-now.com/home)

**Hours of Operation: 8:00am - 6:00 pm CST Monday- Friday**

Sincerely,

**Dawn Adkisson**

Coordinator

HAFS Order to Cash Hotel Accounting



755 Crossover Lane

Memphis, TN 38117

+1 855 274 1414

[usotchelpdesk@hilton.com](mailto:usotchelpdesk@hilton.com)



L X R

CONRAD

canopy

Signia  
Hilton

Hilton

CURIO  
COLLECTION

DOUBLETREE

TAPESTRY  
COLLECTION



TEMPO

MOTTO

Hilton  
Garden Inn



HOMewood  
SUITES

HOME2  
SUITES

Hilton  
Grand Vacations



**ALERT: There has been a recent increase in imposter scams. Please note that Hilton would never change payment instructions by email without a live communication first. If an email is received by your organization where payment is being asked to be redirected**



WASHINGTON HILTON  
 1919 CONNECTICUT AVE,NW  
 WASHINGTON, DC 20009  
 United States of America  
 TELEPHONE 202-483-3000 • FAX 202-939-3271  
 Reservations  
 www.hilton.com or 1 800 HILTONS

BALLARD, JAMIE  
 114 NORTHLAKE DRIVE  
 MADISON MS 39110  
 UNITED STATES OF AMERICA

Room No: 3123/D2  
 Arrival Date: 11/19/2024 1:27:00 PM  
 Departure Date: 11/21/2024 10:43:00 AM  
 Adult/Child: 1/0  
 Cashier ID: dadkisson2  
 Room Rate: 188.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 3256108 A

Confirmation Number: 3121490170

WASHINGTON HILTON 1/10/2025 3:45:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/7/2024	Advance Deposit	GunjanJ	16409400		(\$227.26)	
10/9/2024	Advance Deposit	VaraPrasad1	16413923		(\$227.26)	
11/19/2024	GUEST ROOM	IAHMAD12	16526465	\$188.00		
11/19/2024	HOTEL TAX (15.95%)	IAHMAD12	16526465	\$29.99		
11/20/2024	GUEST ROOM	IAHMAD12	16528422	\$188.00		
11/20/2024	HOTEL TAX (15.95%)	IAHMAD12	16528422	\$29.99		
11/26/2024	Advance Deposit	ShanbhogVikas	16413923	\$18.54		
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE	43256E	MERCHANT ID	8030091899
CARD NUMBER	MC *5503	EXP DATE	08/27
TRANSACTION ID	16316340	TRANS TYPE	Sale

---

Payment cmop dcawh 3121490170 BALLARD, JAMIE refund mc5503 for file cmop dcawh 3121490170 BALLARD, JAMIE refund mc5503 Refunded.

---

From Dawn Adkisson <Services@sertifi.net>  
Date Tue 11/26/2024 5:39 AM  
To Keshia Jackson <Keshia.Jackson@madison-co.com>

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

# Washington Hilton

**Washington Hilton (DCAWH)**

*Payment has been refunded*

**File Name:** cmop dcawh 3121490170 BALLARD, JAMIE refund mc5503

**Payment:** cmop dcawh 3121490170 BALLARD, JAMIE refund mc5503

**Amount:** \$18.54

**Processed On:** 11/26/2024

**Billing Name:** Madison County BOS

**Approval Number:** 033439

**Transaction Id:** 10a4361c-9aff-4da8-8c23-e4e2a938cbb5



*cmop dcawh 3121490170 BALLARD, JAMIE refund mc5503*

Learn how to close business faster using Sertifi. <https://www.sertifi.com>

 Make electronic signatures work for you

333 North Green Street, Suite 812, Chicago IL, 60607



WASHINGTON HILTON  
 1919 CONNECTICUT AVE,NW  
 WASHINGTON, DC 20009  
 United States of America  
 TELEPHONE 202-483-3000 • FAX 202-939-3271  
 Reservations  
 www.hilton.com or 1 800 HILTONS

NISBETT, AMY  
 162 DOVER LANE  
 MADISON MS 39110  
 UNITED STATES OF AMERICA

Room No: 10156/D2SOO  
 Arrival Date: 11/19/2024 1:27:00 PM  
 Departure Date: 11/21/2024 8:54:00 AM  
 Adult/Child: 1/0  
 Cashier ID: dadkisson2  
 Room Rate: 188.00  
 AL:  
 HH # 589287599 SILVER  
 VAT #  
 Folio No/Che 3256104 A

Confirmation Number: 3120109695

WASHINGTON HILTON 1/10/2025 3:44:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/7/2024	Advance Deposit	GunjanJ	16409399		(\$227.26)	
10/9/2024	Advance Deposit	VaraPrasad1	16413939		(\$227.26)	
11/19/2024	GUEST ROOM	IAHMAD12	16526174	\$188.00		
11/19/2024	HOTEL TAX (15.95%)	IAHMAD12	16526174	\$29.99		
11/20/2024	GUEST ROOM	IAHMAD12	16528153	\$188.00		
11/20/2024	HOTEL TAX (15.95%)	IAHMAD12	16528153	\$29.99		
11/26/2024	Advance Deposit	ShanbhogVikas	16413939	\$18.54		
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE	85710E	MERCHANT ID	8030091899
CARD NUMBER	MC *5503	EXP DATE	08/27
TRANSACTION ID	16316338	TRANS TYPE	Sale

---

Payment CMOP dcawh 3120109695 NISBETT, AMY REFUND MC5503 for file CMOP dcawh 3120109695 NISBETT, AMY REFUND MC5503 Refunded.

---

From Dawn Adkisson <Services@sertifi.net>

Date Tue 11/26/2024 6:19 AM

To Keshia Jackson <Keshia.Jackson@madison-co.com>

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

# Washington Hilton

## Washington Hilton (DCAWH)

*Payment has been refunded*

**File Name:** CMOP dcawh 3120109695  
NISBETT, AMY REFUND MC5503

**Payment:** CMOP dcawh 3120109695  
NISBETT, AMY REFUND MC5503

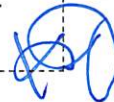
**Amount:** \$18.54

**Processed On:** 11/26/2024

**Billing Name:** Madison County BOS

**Approval Number:** 009264

**Transaction Id:** 1f5db2e4-e78c-4765-  
922b-65221c447345



CMOP dcawh 3120109695 NISBETT, AMY REFUND MC5503

Learn how to close business faster using Sertifi. <https://www.sertifi.com>

 Make electronic signatures work for you

333 North Green Street, Suite 812, Chicago IL, 60607