

Purchasing Department
Madison County Board of Supervisors
146 West Center Street
Canton, Mississippi 39046

601-855-5503
hardy@madison-co.com

17 April 2015

District 1 Supervisor John Bell Crosby
District 2 Supervisor John Howland
District 3 Supervisor Gerald Steen
District 4 Supervisor Karl Banks
District 5 Supervisor Paul Griffin

Subject: Approve applying for Travel Card and authorize board president to execute required forms

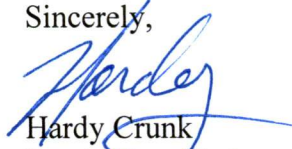
Gentlemen:

The Mississippi Department of Finance and Administration's Office of Purchasing, Travel and Fleet Management now has a Travel Card program available for use by counties. The Travel Card is a credit card issued by UMB Bank of Kansas City, Missouri, that is tailored to Mississippi's laws concerning time allowed to pay the monthly invoice, late fees, annual fees, and interest charges.

The county's current credit cards are standard commercial cards that only allow 25 days to pay the monthly invoice. The county's current credit cards have been overdue at times due to the fact that there are sometimes five Mondays in a months and over three weeks between claim dockets. I am not recommending discontinuing the county's current credit cards at this time; however, I do think it would be to the county's advantage to obtain the new Travel Card.

It is my recommendation that the board authorize me to apply for the Travel Card from UMB Bank via the Department of Finance and Administration's Office of Purchasing, Travel and Fleet Management and authorize the board president to execute the required application forms and program coordinator designation request.

Sincerely,


Hardy Crunk
Purchasing Clerk



**MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
TRAVEL CARD PROGRAM**

APPLICATION FORM FOR TRAVEL CARD PROGRAM

Check one: State Agency/University **Governing Authority** School District

Agreement & Acceptance

Madison County Board of Supervisors, an entity in the State of Mississippi (the "Agency") and identified in this

ENTITY TRAVEL CARD PROGRAM AGREEMENT hereby requests UMB Bank, n.a., Kansas City, Missouri, or its successors or assigns ("UMB" or "Issuer"), to establish a credit card authority for the entity pursuant to which Issuer will open one or more credit card accounts ("Account(s)") in the name of the entity and will issue one or more commercial credit cards or card numbers ("Card(s)") to the entity and/or employees or agents of the entity (collectively, "Employees") to be used for official and approved entity-related business, commercial or agricultural purposes. The person who signs this Application on behalf of the entity represents he or she is duly authorized by the entity to sign this Application and to bind the entity for repayment as required and to comply with the Provisions and Terms Governing Accounts as set forth and as described herein.

The entity authorizes Issuer to investigate the entity's creditworthiness and payment history and to otherwise verify the information contained in this Application. The entity certifies that all information contained in this Application is true and correct.

Two Signatures are Required

Hardy Crunk, Purchase Order April 20, 2015

Signature of Program Coordinator Printed Name of Program Coordinator and Title Date Signed

Karl M Banks April 20, 2015

Signature of Entity Head Printed Name of Entity Head Date Signed

Name of Entity	<i>Madison County Board of Supervisors</i>
FEIN-Tax ID Number	<i>64-6000-658</i>
Mailing Address	<i>PO Box 608</i>
Physical Address	<i>146 West Center St</i>
City/State/Zip	<i>Canton, MS 39046</i>
Billing Recipient and Email Address	<i>Mardy Crunk hardy@madison-co.com</i>
Estimated monthly Agency limit required	<i>\$ 20,000</i>
Agency Telephone Number	<i>601-855-5503</i>
Program Coordinator Name /Email Address and Telephone Number	<i>Mardy Crunk hardy@madison-co.com 601-855-5503</i>
Please supply web link to most recent Annual Financial Report or attach paper copy (Governing Authorities and School Districts Only) Total Limits greater than the State Agency/University's pre-authorized amounts may require an updated State Agency/University Resolution authorizing the program.	

Office of Purchasing, Travel and Fleet Management Approval

This request has been reviewed and approved by the Mississippi Office of Purchasing, Travel and Fleet Management for further processing by:

Signature of Authorizing Officer Printed Name of Authorizing Officer and Title Date Signed



MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
TRAVEL CARD PROGRAM

PROGRAM COORDINATOR DESIGNATION REQUEST FORM

Check one: State Agency/University Governing Authority School District

Name of Entity and Entity Number if known (required)	Madison County Board of Supervisors
Mailing Address	P.O. Box 608
City/State/Zip	Canton, MS 39046
Billing Recipient and Email Address	Hardy Crunk hardy@madison-co.com
Telephone Number	601-855-5503
Requestor Name /Email Address and Telephone Number	Hardy Crunk hardy@madison-co.com 601-855-5503

Instructions

- To add a new account or to provide updated information select the specific action: Add Change Delete
- Maintain a copy in the Cardholder's and Entity Program Coordinator's files.
- Email or Mail the completed form to:

Office of Purchasing, Travel & Fleet Management
Attention: Travel Manager
501 North West Street, Suite 701-A
Jackson, MS 39201
laurie.pierce@dfa.ms.gov

Primary Program Coordinator Information

Program Coordinator Name: Hardy Middle Initial: Crunk Program Coordinator Last Name: Crunk

Statement Mailing Address Line 1 (maximum 36 characters): P.O. Box 608 Entity/Agency Number: 601-855-5503

City/State/Zip: Canton, MS 39046 Telephone Number: 601-855-5503 Email Address: hardy@madison-co.com

Alternate Program Coordinator Information

Alternate Program Coordinator Name: Cynthia Parker Middle Initial: Parker Alternate Program Coordinator Last Name: Parker

Email Address: cynthia.parker@madison-co.com Telephone Number: 601-855-5535

Required Approvals

This request has been reviewed and approved by the Entity for further processing by:

Karl M Banks April 20, 2015

Signature of Entity Head Printed Name of Entity Head Date Signed

This request has been reviewed and approved by the Mississippi Office of Purchasing, Travel and Fleet Management for further processing by:

Signature of Authorizing Officer Printed Name of Authorizing Officer and Title Date Signed