

Purchasing Department
Madison County Board of Supervisors
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11 January 2016

District 1 Supervisor Sheila Jones
District 2 Supervisor Trey Baxter
District 3 Supervisor Gerald Steen
District 4 Supervisor David Bishop
District 5 Supervisor Paul Griffin

Subject: Request board authorization for purchase clerk to select the lowest and best written quote from a minimum of two written quotes for purchases greater than \$5000 but not more than \$50,000 and to issue purchase orders for same, and authority to make state contract purchases up to \$50,000.

Dear Supervisors:

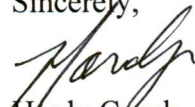
Mississippi Code Section 31-7-13 empowers boards of supervisors to authorize the purchase clerk to select the lowest and best written quote from a minimum of two written quotes for purchases greater than \$5000 but not more than \$50,000, and to issue purchase orders for same (purchases up to \$5000 do not require quotes; non-state contract purchases greater than \$50,000 require advertising for bids).

The requested purchasing authority provides the mechanism by which to avoid a two-week or more delay in ordering needed commodities and equipment between board meetings.

I therefore request board authority to select the lowest and best written quote from a minimum of two written quotes for purchases greater than \$5000 but not more than \$50,000 and to issue purchase orders for same, and to make state contract purchases up to \$50,000.

Thank you in advance for your consideration of this request.

Sincerely,



Hardy Crunk
Purchase Clerk