

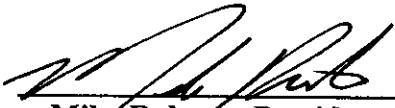
**ORDER: AUTHORIZE TRAVEL FOR ASSISTANT RECEIVING CLERK ALICIA
WATTS AND ASSISTANT PURCHASING CLERK ANNE MARIE CONERLY TO 2022
CERTIFICATION PROGRAM BY THE STATE AUDIT DEPARTMENT
DECEMBER 7, 2022 IN JACKSON MISSISSIPPI**

Motion was made by Chad McLarty, duly seconded by Brent Larson, to authorize travel for Assistant Receiving Clerk Alicia Watts and Assistant Purchasing Clerk Anne Marie Conerly to 2022 Certification Program by the State Audit Department, December 7, 2022 in Jackson Mississippi.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, absent
Supervisor David Rikard, voted yes via phone
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 21st day of November, 2022.



Mike Roberts, President
Board of Supervisors



Sherry Wall, Chancery Clerk



October 11, 2022

MEMORANDUM

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

FROM: Sumner Davis Sumner Davis
Center Head

SUBJECT: 2022 Certification Training for County Purchase Clerks, Receiving Clerks, and
Inventory Control Clerks-- December 7th --Audit Department's Conference Room on
the 8th floor of the Woolfolk Office Building in Jackson.

Ladies and gentlemen, the 2022 certification program for all county purchase clerks, receiving clerks, and inventory control clerks **NOT YET CERTIFIED** in their positions will be held on Wednesday, December 7th, in the Audit Department's Conference Room on the 8th floor of the Woolfolk Office Building in Jackson.

Enclosed is a registration form for the training session. Officially designated clerks needing certification should complete the registration form and return it to me by November 23th.

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.

Registration will begin at 8:30 a.m. and the concurrent educational seminars will begin promptly at 9:00 a.m. Note that the purchase clerk workshop usually lasts an hour or so 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 a couple of extra hours while he or she completes the purchase clerk workshop.

All clerks not yet certified in their positions must attend this seminar. 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

Enclosure

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

REGISTRATION FORM

2022 CERTIFICATION PROGRAM SEMINAR COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS

December 7, 2022

Audit Department's Conference Room on the 8th floor of the Woolfolk Office Building in Jackson

All officially-designated purchase clerks, receiving clerks, and inventory control clerks **not yet certified in their position** must attend the certification training. Others are welcome but will not be able to take the examination for certification. Please return a registration form for each person attending the certification program on or before **Wednesday, November 23, 2022**. Fax your registration form to me at 662-325-8954 or mail it to me at the following address: Sumner Davis, GCD/MSU-ES, Box 9643, Mississippi State, MS 39762.

NAME: Alicia Watts

POSITION: Assistant Receiving Clerk

COUNTY: Lafayette County

ADDRESS: 711 Jackson Avenue
Oxford, MS 38655

TELEPHONE: 662-234-6421

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 Supervisors

Date

REGISTRATION FORM

2022 CERTIFICATION PROGRAM SEMINAR COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS

December 7, 2022

Audit Department's Conference Room on the 8th floor of the Woolfolk Office Building in Jackson

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NAME: Anne Marie Conerly

POSITION: Assistant Purchase Clerk

COUNTY: Lafayette

ADDRESS: 300 North Lamar Blvd
Oxford, MS 38655

TELEPHONE: 662-234-2152

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 Supervisors

Date

TRANSACTION REPORT

NOV/15/2022/TUE 12:55 PM

AX(TX)

#	DATE	START T.	RECEIVER	COM.TIME	PAGE	TYPE/NOTE	FILE
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REGISTRATION FORM

2022 CERTIFICATION PROGRAM SEMINAR
COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS

December 7, 2022

Audit Department's Conference Room on the 8th floor of the Woolfolk Office Building in Jackson

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NAME:

Alicia Watts

POSITION:

Assistant Receiving Clerk

COUNTY:

Lafayette County

ADDRESS:

711 Jackson AvenueOxford, MS 38655

TELEPHONE:

662-234-6421REQUIRED CERTIFICATION
FOR OFFICIALLY-DESIGNATED CLERKS

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Date of Appointment _____

President, Board of Supervisors_____
Date