



May 12, 2016

MEMORANDUM

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

FROM: Summer Davis Summer Davis
Center Head

SUBJECT: 2016 Certification Training for County Purchase Clerks, Receiving Clerks, and Inventory Control Clerks

Ladies and gentlemen, plans for the 2016 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 10. 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 \$50.00. 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.

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Enclosures

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

Mississippi State University Extension Service

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**REGISTRATION FORM
2016 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 10, 2016**. A \$50.00 registration fee (warrants made payable to the Center for Governmental Training & Technology) 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: _____

- Payment is enclosed**
- Payment is not enclosed but will mailed on** _____

Please indicate which meeting yo will attend. Remember, if you serve in two separate positions, you must be certified in both. Therefore, you must attend two seminars.

- Tuesday, June 15th Biloxi Gulf Coast Coliseum & Convention Center
- Wednesday, July 27th Oxford Oxford Convention Center
- Thursday, July 28th 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 _____