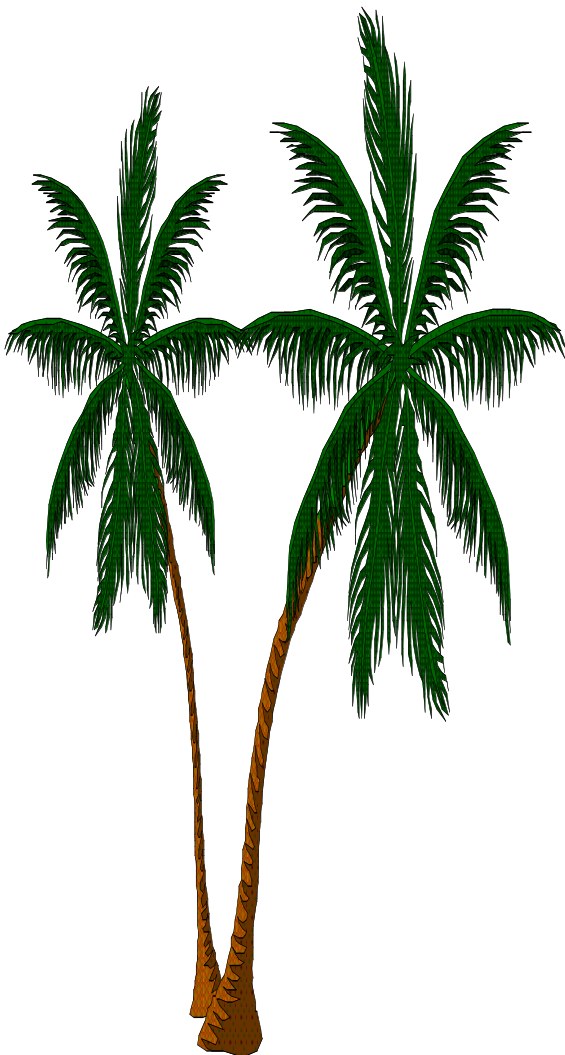


INSTITUTE FOR SUPPLY MANAGEMENT

RIO GRANDE VALLEY CHAPTER

Presents

TIMELINE & SUMMER SESSION 2020



A PUBLIC PURCHASING SEMINAR

September 23, 24, 25, 2020

★ **VIRTUAL & IN-PERSON** ★
attendance options available

*Designed for Public Purchasing Professionals
with special emphasis on the latest
developments that are essential in educational
purchasing.*

Contents:

- *Who should take this course and why*
- *Invoice*
- *Sponsor Data Form*
- *Why should I sponsor this seminar*
- *W-9 ISM-Rio Grande Valley*

Who should take this seminar and why



This seminar is intended to highlight the latest developments that are essential in the purchasing management of public purchasing. It is critical that public purchasing officials be abreast of the current popular purchasing methods, the new rules and regulations, and the methods of evaluations to handle the modern taxpayer's attitudes, particularly in mass media articles.

CERTIFICATION

Continuing Education Credit Hours:

- A. Participants who successfully complete this program will receive sixteen (16) hours of continuing education. They may be applied toward the **ISM C.P.S.M and/or A.P.P** program requirements. ISM's consent to provide a program number for this educational event is not an endorsement of this program or its content by ISM.
- B. **Texas State Board of Accountancy (CPA's):** Participants will earn 16 continuous professional education (CPE) hours, certified.
- C. **Texas Association of School Business Officials (TASBO)** - Certified TASBO member may qualify for continuous education credit for hours attended.
- D. This seminar's Continuing Education hours may also be applied to **CPPB** Certification Program, **NIGP** Certification Program and **TASBO** Certification Program.

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Registration – September 23rd - 3:00p.m. - 7:00 p.m.

September 24 8:00 a.m. - 5:00 p.m. Program Schedule

September 25 8:00 a.m. - 5:00 p.m. Program Schedule

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TUITION AND FEES

\$300.00 Virtual Per Person

\$325.00 In-Person Per Person

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FOR MORE INFORMATION, Please Call:

Adrian Garcia Ph. (956) 266-2606

E-Mail: office@ismrgv.org

Melonie Perry Ph. 1-512-483-7127

E-mail: melonie.perry@tasb.org

This seminar is designed for purchasing agents, purchasing clerks, buyers, warehouse supervisors, directors of purchasing, business managers, accountants, food service directors and assistant superintendents for business. This program is applicable to all areas of the public sector, including school districts, junior colleges, colleges, cities, counties, non-profit corporations, and other agencies with public purchasing needs.

The seminar is offering general sessions and special sessions where participants will have the option of selecting the classes of their choice. The seminar will be two days, Thursday September 24 and Friday September 25. In-person check-in will be Wednesday September 23.

LOCATIONS & TRANSPORTATION

**September
23 • 24 • 25
2020**

**Hilton Garden Inn Beach Resort
(956) 761-8700
South Padre Island, TX**

Group No: ISM RGV

Call Local Phone Number ONLY for Reservations

Avoid "Central Reservations" option when calling; you must speak to the front desk to make your reservation.

All instructional sessions will be held at the Hilton Garden Inn Beach Resort at South Padre Island, Texas. Persons planning to attend should make guest room reservations with the Hilton Garden Inn Beach Resort. The Hilton Garden Inn has set aside a block of rooms at **\$96.00** for seminar participants. Other host hotels, available are:

- **La Quinta Beach Front Resort**, Phone 1-956-772-7000
Group Code: ISM-RGV Room Rate: **\$96.00** per room
Breakfast Buffet Included
Please note: La Quinta is situated adjacent to the Hilton Garden Inn—it is next door just a few feet from each other.
- **The Courtyard by Marriott** Phone 1-956-433-0590
Group Code: ISM-RGV Room Rate: \$96.00 per room
Please note: Marriott is situated adjacent to La Quinta and withing walking distance to Hilton Garden Inn
- **The Inn at South Padre**, Phone 1-956-761-5658
Group Code: ISM-RGV Room Rate: **\$70.00** per room, includes Hot Breakfast

Airline Service is available to the Rio Grande Valley/South Padre Island International Airport in Brownsville (United Airlines & American Airlines) and the RGV International Airport in Harlingen, Texas (Southwest Airlines and Others).

Ground Transportation

- a. Valley Metro—Transportation from the Brownsville/South Padre Island International Airport to SPI **\$1.00 (one dollar) per one-way trip**. Call 1-800-574-8322 for more information.
- b. Valley Transit Company—Transportation from the Harlingen International Airport. Call for rates 1-866-934-6882. Lower rates are available for a group of two people or more.
- c. South Padre Shuttle—Service from Harlingen and South Padre Island. Call for rates at 1-877-774-0050.



Institute for Supply Management
Rio Grande Valley
P.O. Box 2047
Brownsville, Texas 78522-2047
Email: office@ismrgv.org

ISM—Rio Grande Valley, Inc.

TIMELINE & SUMMER SESSION 2020

A PUBLIC PURCHASING SEMINAR

REGISTRATION FORM

(For additional registration just duplicate this form)

Please register me as a participant for the **TIMELINE/SUMMER SESSION 2020**, a Public Purchasing Seminar, to be held Virtually and at the Hilton Garden Inn on South Padre Island on September 23, 24, 25, 2020. There will be General Sessions on Thursday (*September 24*) from 8:00 a.m. to 5:00 p.m., and on Friday (*September 25*) from 8:00 a.m. - 5:00 p.m. In-person check-in/registration will be Thursday (*September 23*) from 3:00 p.m. - 7:00 p.m.

I Will Register for: Virtual/Distance Learning Classes, \$300.00
 In-Person Classes \$325.00

I have enclosed a check payable to ISM-Rio Grande Valley or a Purchase Order, No: _____

or charge my card: ☐ Visa/MasterCard/AX No. _____ Exp. Date _____

NAME

TITLE

NAME OF PUBLIC ENTITY/ORGANIZATION

PHONE NO.

FAX NO.

ADDRESS

E-MAIL ADDRESS

CITY

STATE

ZIP CODE

CANCELLATION POLICY: Full refund if cancellation is made 5 days prior to seminar. NO SHOWS WILL BE BILLED

ISM - RIO GRANDE VALLEY
P.O. BOX 2047
BROWNSVILLE, TEXAS 78522-2047
www.ismrgv.org
E-Mail: office@ismrgv.org

INVOICE

No. TLS092520DB

DATE: _____

TO: _____

Attn: Accounts Payable

FOR: Registration Fee for **Timeline/Summer Session 2020**- A Public Purchasing Seminar, September 23, 24, and 25, 2020 - Virtual/Distance Learning & In-Person at the Hilton Garden Inn - South Padre Island.

Virtual/Distance Learning (\$300/participant)

Participant Name: _____ \$ _____

Participant Name: _____ \$ _____

In-Person Attendance (\$325/participant)

Participant Name: _____ \$ _____

Participant Name: _____ \$ _____

Method of Payment:

TOTAL FEE \$ _____

Purchase Order No. _____

Check: Remit to above address

Credit Card: _____ Visa/MC/AX

_____ Exp. Date: _____

Signature: _____

For more information please contact Adrian Garcia at:
office@ismrgv.org or (956) 266-2606

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Institute of Supply Management-Rio Grande Valley, Inc.

2 Business name/disregarded entity name, if different from above
ISM-Rio Grande Valley

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
P.O. Box 2047

6 City, state, and ZIP code
Brownsville, TX 78522-2047

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-					
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or

Employer identification number

7	4	-	2	4	5	0	5	0	4
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ► 

Date ► 1-1-2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.