

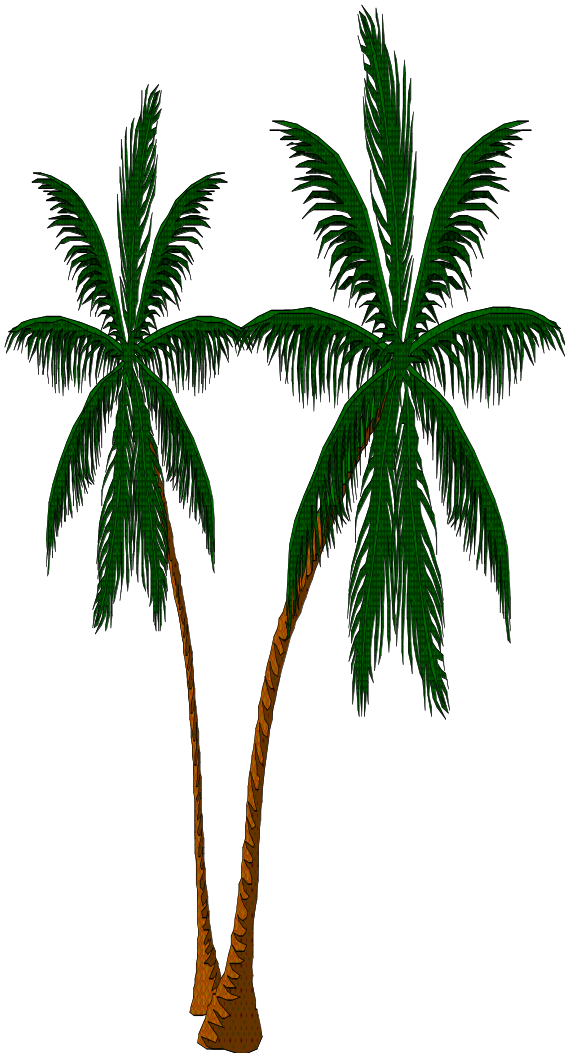
**INSTITUTE FOR SUPPLY
MANAGEMENT**
RIO GRANDE VALLEY CHAPTER

Presents

TIMELINE 2024

A PUBLIC EDUCATION PURCHASING SEMINAR

September 25, 26, 27, 2024



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

Contents:

Invoice

Sponsor Data Sheet

Who should take this course and why

Want to Be a Sponsor?

Registration Form

W-9

ISM - RIO GRANDE VALLEY
2108 Central Blvd.
Brownsville, TX 78520
www.ismrgv.org
E-Mail: office@ismrgv.org

INVOICE

No. _____

DATE: _____

TO: _____

FOR: Sponsorship Fee for **TIMELINE 2024-** A Public Education Purchasing Seminar, September 25, 26, 27, 2024 At the Hilton Garden Inn- South Padre Island: (Check all that apply)

| | |
|---|------------|
| Gold Sponsor | \$1,500.00 |
| Silver Sponsor | \$1,000.00 |
| Bronze Sponsor | \$500.00 |
| One Exhibitor Space includes one table and two chairs | \$00.00 |
| Please check this box only if attending in person and require a space (Option only for Gold and Silver Sponsors) | |

TOTAL FEE \$ _____

Method of Payment:

☐ Check: Remit to above address
☐ Credit Card: _____ Visa/MC/AmExp

_____ Exp. Date: _____

Signature: _____

For more information please contact:
Adrian Garcia at office@ismrgv.org (956) 266-2606
or
Melonie Perry at melonie.perry@tasb.org or 1-512-483-7127

ISM - RIO GRANDE VALLEY
2108 Central Blvd.
Brownsville, TX 78520
www.ismrgv.org
E-Mail: office@ismrgv.org

SPONSOR DATA SHEET

(Please fill out and return form to office@ismrgv.org)

Company Name:

Contact Person 1:

Address:

Email:

City, State,
Zip Code:

Contact Person 2:

Email:

Phone Number:

Contact Person 3:

Company Email:

Email:

Website:

Products:

* Please provide additional badges for the following (besides the above 3):

Who should take this seminar and why



This seminar is intended to highlight the latest developments that are essential in the purchasing management of our government institutions; be abreast of the current popular purchasing methods, the new rules and regulations, and the methods of evaluation to handle the modern taxpayer's attitudes, particularly in periods of economic skepticism. It is critical that purchasing officials in education institutions 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.

It is critical that purchasing officials in education institutions 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.

This seminar is designed for purchasing agents, purchasing clerks, buyers, warehouse supervisors, directors of purchasing, business managers, accountants, food service directors, assistant superintendents for business, risk managers, elected officials, and anyone interested in learning more about the purchasing profession. The program is applicable to all areas of the public sector, including school districts, junior colleges, colleges, governmental funded non-profit corporations, and other agencies with public purchasing needs.

The seminar is divided into three sessions. There will be general sessions on Wednesday, September 25, and Friday, September 27. On Thursday, September 26, the participants will have the option of selecting the session of their choice.

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.

.....

Registration – September 25th- 11:00a.m. - 1:00 p.m.

September 25 10:00 a.m. - 5:00 p.m. Program Schedule

September 26 8:00 a.m. - 5:00 p.m. Program Schedule

September 27 8:00 a.m. - 12:00 p.m. Program Schedule
1:00 p.m. - 3:00 p.m. Group Sessions

.....

TUITION AND FEES (A 16-hour course)

\$450.00 Per Person

\$425.00 Per Person for ISM, NIGP, TxPPA Members

\$425.00 Per Person for CPA's

LOCATIONS & TRANSPORTATION

**September
25 • 26 • 27
2024**

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

Group No: ISM24

All instructional sessions will be held at the Hilton Garden Inn, South Padre Island, Texas. Persons planning to attend should make guest room reservations with the Holiday Inn Resort, the room rate is \$109.00

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 \$2.00 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, call or text 956-621-8647

FOR MORE INFORMATION

Visit our website at www.ismrgv.org or reach out to one of the following:

Adrian Garcia Ph. 956-266-2606
E-Mail: office@ismrgv.org

Melonie Perry Ph. 512-483-7127
E-mail: melonie.perry@tasb.org

Danielle Bates Ph 956-241-1619
Email: danielle@ismrgv.org

Want to be a Sponsor for TIMELINE 2024?
September 25, 26, 27, 2024 at the
Holiday Inn Beach Resort, South Padre Island, Texas

Sponsors: Please help support these educational endeavors

Here's the what's, why's and how's:

- **WHAT can you sponsor and the different options to choose from:**

- 1) Gold Sponsorship:

- a. Sponsor will be promoted on ISM-RGV website for 6 months and on-site during seminar
- b. The cost will be \$1,500.00 per sponsor
- c. Sponsorship includes optional Exhibitor Space

- 2) Silver Sponsorship:

- a. Sponsor will be promoted on ISM-RGV website and on-site during seminar
- b. The cost will be \$1,000.00 per sponsor
- c. Sponsorship includes optional Exhibitor Space

- 3) Bronze Sponsorship:

- a. Sponsor will be promoted on ISM-RGV website during seminar classes
- b. The cost will be \$500.00 per sponsor

- **WHY should you be a sponsor:**

- a. We will announce our gratitude at the beginning of the seminar and stress to the seminar participants to support the sponsors and add to their bidders list.
- b. The sponsor name will be displayed during the event that you are sponsoring.
- c. Your information such as your company name, contact person, and products and service will be part of the participants materials. Thus, everyone registered, will have your company data.
- d. A list of all participants will be available to you no additional cost.
- e. All Gold & Silver Sponsors: You may request a table to display your products during the seminar, but it depends on the availability of tables and spaces. Please contact Adrian Garcia at office@ismrgv.org for availability.
- f. All sponsors are invited to speak during Vendor Presentations giving you the opportunity to promote your company

- **How to register as a sponsor:**

- a. On-line registration: <https://ismrgv.org/sponsor-registration-timeline/>
- b. Complete Sponsorship Packet: Print the forms, check the desired sponsor event, and mail invoice with remittance to office@ismrgv.org.

For any additional information please feel free to call or email
Adrian Garcia, at office@ismrgv.org; Phone: (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.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

| | | |
|---|--|---|
| Print or type. See Specific Instructions on page 3. | 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Institute for Supply Management Rio Grande Valley | |
| | 2 Business name/disregarded entity name, if different from above. ISM-Rio Grande Valley | |
| | 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.) | |
| | 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/> | |
| 5 Address (number, street, and apt. or suite no.). See instructions. 2108 Central Blvd | | Requester's name and address (optional) |
| 6 City, state, and ZIP code Brownsville, TX 78520 | | |
| 7 List account number(s) here (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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | |
|---------------------------------------|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | |
| | | | - | | | - | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 7 | 4 | - | 2 | 4 | 5 | 0 | 5 | 0 | 4 |

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 06/01/2024 |
|------------------|--|------------------------|

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they