

Training / Seminar Approval Form

Department Name: Purchasing
Seminar Name: TxPPA Spring 2023 Conference
Purpose: Training
Place: Waco, Texas
Date: May 8-11th 2023

Who Will Be Attending:

Donna White No agenda available at this time.

COMMISSIONERS COURT

FEB 13 2023

This Training/ Seminar is necessary for the following reasons:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification |

Approved

Attach Registration Form and Complete the following information:

Amount of registration \$ 450.00 Date registration is due 2-2-2023

- Return check to department head
 Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: *Kristy Shaw*

SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE _____ DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____



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Confirmation Registration for TxPPA Spring 2023 Conference & Expo

Dear Donna,

Johnson County

Thank you!

Your registration has been submitted **successfully**.

Be sure to reserve your hotel room at the Hilton Waco at the **discounted group rate**.

IMPORTANT: Please note that by registering for the TxPPA Spring 2023 Conference & Expo, you consent to authorize the Texas Public Purchasing Association to share your contact information with our exhibitors and sponsors to contact you via **email, mail, or telephone** prior to or after the conference. You also confirm that you understand our **cancellation policy**.

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Upcoming Events

No events

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Latest Jobs

Texas Public Purchasing Association
PO Box 261965
Plano, TX 75026

INVOICE 2008



Johnson County
Donna White
1102 E. Kilpatrick
Suite B
Cleburne, Texas 76031
United States

Invoice # 2008
Invoice Date 01/18/2023
Invoice Due 02/02/2023

Amount Due	\$ 450.00
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Transactions

Description	Amount
Donna White: Event Fee - Full Conference Registration Fee - \$450.00	\$ 450.00

Total Amount	\$ 450.00
Amount Paid	-\$ 0.00
Amount Due	\$ 450.00

TRAVEL PROCEDURES
HOTEL RESERVATION REQUEST

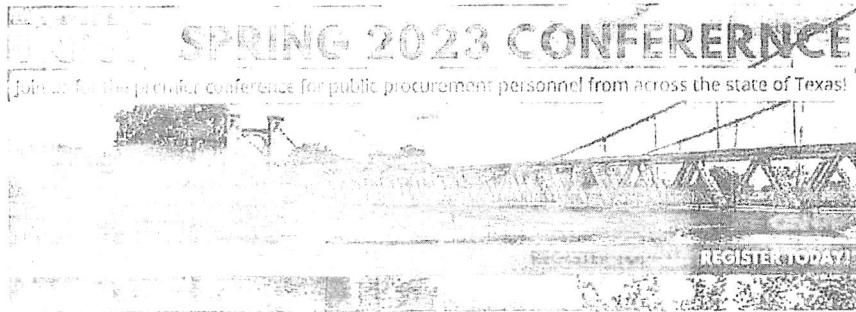
(EMAIL THIS FORM COMPLETED TO PURCHASING)

Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.

DATE: 1-18-2023 DEPARTMENT: Purchasing Department

PERSON SENDING REQUEST: Donna White

Person(s) Name Attending: 1. <u>Donna White</u> 2. _____ 3. _____ 4. _____
How many rooms: <u>1</u> (Please add any special requirements) <i>2 queen beds</i>
Hotel Name: <u>Hilton Waco</u>
Hotel Address: <u>113 South University Parks Dr</u> City: <u>Waco</u> State: <u>TX</u> Zip: <u>76701</u>
Hotel Telephone #: <u>866-318-1509 or 254-754-8484 option 1</u>
Link or Blocked Room Code: <u>TXPPA</u>
Function Attending: <u>TxPPA Spring 2023 Conference</u>
Date of Check in: <u>May 8th</u>
Date of Check out: <u>May 11th</u>



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Upcoming Events

No events

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Latest News

Spring 2023 Conference Hotel Information

Hilton Waco | Waco, Texas
May 8-11, 2023

Be sure to reserve your hotel room for the TXPPA Spring 2023 Conference & Expo Annual Business Meeting early to take advantage of the discounted rate of \$142/night. The hotel is perfectly located for easy access to great venues in the evening after conference sessions. In fact, the hotel is located in downtown Waco, within five minutes of the Waco River Park and Cameron Park Zoo. Baylor University and the Dr Pepper Museum are also within a mile of the hotel. To add to the excitement, the Magnolia Market at the Silos is within walking distance.

Hilton Waco
113 South University Parks Drive
Waco, Texas 76701

To reserve your hotel room, [CLICK HERE](#). Your reservation can also be called in to the hotel directly: 866-318-1509 or 254-754-8484 option 1 and reference the group code: TXPPA