

TRAVEL APPROVAL FORM

Department: PURCHASING

Event Name: INSTITUTE FOR SUPPLY
MANAGEMENT (ISM) SUMMER 2024

Location: SOUTH PADRE ISLAND

Event Dates: 6.26.2024 - 6.28.2024

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:
ALISSA KROKUM _____

Court Decision:
This section to be completed by County Judge's Office



June 10, 2024

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:





Institute for Supply Management
Rio Grande Valley

2108 Central Blvd.
Brownsville, TX 78520
Email: office@ismrgv.org



INITIES EMAIL

Summer Session 2024 Registration

June 26, 27, 28, 2024

Participants should bring a Laptop, iPad, or other electronic device to download class materials.

Important Note: ISM-RGV has recently updated banking information, if processing payments via ACH please contact us for current information.

Register For: *

- In Person - Summer Session 2024

I will register as a: *

- Registration Fee - \$450
- ISM/NIGP/TxPPA Member Registration Fee - \$425
- CPA Registration Fee - \$425
- Speaker/Special Rate

ISM, NIGP, TxPPA, TASBO Member ID #

936

Payment Method *

- PO Number

SUMMER SESSION 2024

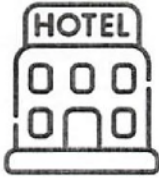
CLASS SCHEDULE WEDNESDAY—JUNE 26, 2024

8:00 – 1:00		SET-UP VENDOR EXHIBITS
10:00 – 1:00		REGISTRATION
1:00 – 1:05		INTRODUCTION
1:05 – 2:00	W-1	REPORT ON LEGISLATION: ARE YOU COMPLYING WITH THE LATEST BILLS <ul style="list-style-type: none">• <i>Narita Holmes</i>• <i>Carol Cooper</i>• <i>Diane Palmer-Boeck</i>• <i>Jesus Amezcua</i>
2:00 – 3:00	W-2a	ANNUAL CONTRACTS MANAGEMENT AND RENEWAL PROCESS <ul style="list-style-type: none">• <i>Diane Palmer-Boeck</i>• <i>Kellie Pendleton</i>
3:00 – 3:15	W-2b	VENDOR PRESENTATIONS
3:15 – 4:00	W-3	INTRODUCTION TO YOUR NEGOTIATION STYLE <ul style="list-style-type: none">• <i>Diane Palmer-Boeck</i>
4:00 – 5:00	W-4	AQUIRING A FLEET OF VECHICLES= ADVANTAGERS OF PURCHASING VS LEASE OPTIONS <ul style="list-style-type: none">• <i>ED CAIN</i>• <i>JENNIFER GARCIA</i>

SUMMER SESSION 2024

CLASS SCHEDULE
FRIDAY – JUNE 28, 2023

8:00 – 9:00	F-13	APPLYING INTERNAL CONTROLS IN THE PURCHASING PROCESS <ul style="list-style-type: none">• <i>Narita Holmes</i>
9:00 – 10:00	F-14a	REAL PROCUREMENT QUANDRIES <ul style="list-style-type: none">• <i>Carol Cooper</i>• <i>Narita Holmes</i>
10:00 – 11:00	F-14b	HEADLINE NEWS ARTICLES <ul style="list-style-type: none">• <i>Panel of Speakers</i>
11:00 – 12:00	F-15	QUESTIONS & ANSWERS SESSION <ul style="list-style-type: none">• <i>Carol Cooper</i>• <i>Jesus Amezcua</i>• <i>Narita Holmes</i>• <i>Diane Palmer-Boeck</i>• <i>Mark Rogers</i>• <i>Phillip Vasquez</i>• <i>Stephen Kendricks</i>
12:00 – 1:00		LUNCH
1:00 – 3:00		GROUP SESSIONS (OPTIONAL)



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 2/14/24

DEPARTMENT: PURCHASING

PERSON SENDING REQUEST: ALISSA KROKUM EXT: 1453

Person (s) Name Attending:

1. ALISSA KROKUM
2.
3.
4.
5.
6.

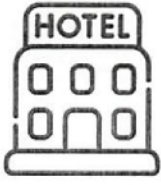
***If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:**

LEOSE FUNDS

Function Attending: INSTITUTE FOR SUPPLY MANAGEMENT (ISM) SUMMER SESSION 2024

Hotel Name: HILTON GARDEN INN BEACH RESORT
Hotel Address: 7010 PADRE BLVD
City: SOUTH PADRE ISLAND State: TEXAS Zip: 78597
Hotel Phone# 956-761-8700
Special Requirements:
Conference Hotel Block Code: ISM RGV
Conference/Training Website: https://ismrgv.org/summer_session_public_purchasing/
How many rooms needed: 1
Date of Check In: 6/25/24 Date of Check Out: 6/28/24

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.



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Hotel Name: DRURY PLAZA HOTEL SAN ANTONIO
Hotel Address: 105 SOUTH ST. MARY STREET
City: SAN ANTONIO State: TEXAS Zip: 78205
Hotel Phone# 210-270-7799
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 6/28/24 Date of Check Out: 6/29/24

* Return Travel

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