



# PROFESSIONAL DEVELOPMENT REGISTRATION FORM

Check Desired Course(s)	Instructor	Title	Location	Dates	Cost
	Ken Hayslette	Developing & Managing RFPs	Ocala, FL	August 10-12, 2009	M \$300.00 N \$575.00
	Myra Smith	Legal Aspects of Purchasing	Winter Park, FL	August 17-19, 2009	M \$300.00 N \$575.00
	John Zeyer	Sourcing in the Public Sector	Ocala, FL	October 14-16, 2009	M \$300.00 N \$575.00

Please check one:     M – Member     N – Non-Member

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_, FL    Zip \_\_\_\_\_  
 Telephone: (\_\_\_\_\_) \_\_\_\_\_    Facsimile: (\_\_\_\_\_) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Seminar Title: \_\_\_\_\_

**Credit Card Information:**

Credit Card Type     Visa     Mastercard     American Express  
 Name on Card: \_\_\_\_\_  
 Card #: \_\_\_\_\_    Expiration Date: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_, FL    Zip \_\_\_\_\_

Or check payable to: **Florida Association of Public Purchasing Officers, Inc.**

# REGISTRATION INSTRUCTIONS & POLICY

## **Rates**

Must be a current member of FAPPO at the time of registration to take advantage of membership rate. All non-FAPPO members will be subject to the non-member rate.

## **Payment**

Please note that payment arrangements must be made in advance. FAPPO's Tax I.D. Number is #59-2615678. Payment can be made by credit card (Visa, Mastercard, American Express) or check.

## **Registration**

Whenever possible, please submit your registration form as soon as possible to lock in your registration for the requested course. Registrants should submit the registration form via email or fax and make arrangements to mail payment to the Pro-D Chair:

Chris Rewis, CPPB, FCCM  
Polk County Board of County Commissioners  
2470 Clower Lane  
Bartow, FL 33830  
Office (863) 534-5609  
Fax (863) 534-0055  
[chrisrewis@polk-county.net](mailto:chrisrewis@polk-county.net)

## **Schedule**

Our goal is to provide further information on actual course locations, site coordinators and hotel information at least 6 – 8 weeks prior to the date of the course. FAPPO will seek to establish semi-annual schedules for courses based on its fiscal year (i.e. 6/1 – 5/31). For more information, please visit our Website at: <http://www.fappo.org/>