



PCARD - PREPAID REGISTRATION

To allow Oklahoma State University to prepay registration for a conference, meeting, seminar, webinar, or similar event, the State of Oklahoma requires that **Option 1 or Option 2** (below) be met and selected.

This form must be completed **before** using the Pcard for advance payment. It should be signed by the **attendee** and acknowledged by the **Pcard holder** (if different from the attendee). A separate form is required for each event date and attendee. **The event attendee will be required to retain documentation for the option selected below should the purchase be selected for audit.**

Important: If the required criteria are not met, the Pcard must not be used for prepayment.

Basic Event Information

Name of Event:	
Event Location:	
Date Event Begins:	

Select the appropriate option

Option 1

1. A discount for early registration must be received, **and**
2. If the registered participant cannot attend, someone else may attend in his/her place, **and**
3. If the event is canceled by the sponsor, OSU will receive a 100% refund.

OR

Option 2 – Commonly used for webinars

1. Prepayment is required in order to attend the event **and**
2. A purchase order is not accepted.

By signing below, I confirm that I have reviewed and selected Option 1 or Option 2 above. I understand I'm responsible for following all applicable policies and accept full responsibility for any penalties, denied reimbursements, or unpaid expenses resulting from negligence, unapproved travel, or noncompliance.

Signature of Event Attendee / Participant

Date

I have reviewed this form to ensure it is complete and signed by the attendee. If I become aware that the attendee has incurred penalties, denied reimbursements, or unpaid expenses due to negligence, unapproved travel, or noncompliance, I will notify the appropriate department or division.

Signature of Pcard holder (Required if different than the attendee)

Date