

Prepaid Event Registration Instructions

for Department Cards

The Pcard may be used to pay event registration **on the day the event begins or later**. These events include activities such as conferences, meetings, seminars, trainings, presentations, webinars, entry fees, etc.

I - Advance Payments for Events

To pay a registration fee in **advance** with the Pcard, the State of Oklahoma requires that all items listed in Option 1 or Option 2 be documented. This documentation must be attached to the Pcard receipt. **If the required criteria cannot be documented, a different payment method may be necessary.** Sections II and III provide additional information and other possible options.

➤ Option 1

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

➤ Option 2 (*This selection is common for webinars*)

- Prepayment is required in order to attend the event and
- A purchase order is not accepted.

II - Documentation Choices

The required criteria in Section I may be documented using one of the following methods:

1. **Official event materials or website details** that clearly show all required information.
2. Use the **P-card Prepaid Registration Form – Signed by Event Official**. (*Like we did in the past.*)
3. **Email or written confirmation** from an event representative.

If none of the above are available, the attendee/traveler may:

1. Use the **Pcard-Prepaid Registration Form - Signed by Attendee/Traveler**. The attendee/traveler may complete this form, accepting responsibility for policy compliance and any loss resulting from negligence, unapproved travel, or other ineligible expenses if the Pcard is used; or
2. **Pay with personal funds and request reimbursement on a travel voucher.**

III - Prepaid Registration Exemption / OSU Student Study Trips

Certain student registrations may be exempt from the requirements in Section I above if **all** the following are true:

1. Prepayment of registration or entry fees is required.
2. Participants are OSU college students.
3. The students are traveling in the U.S. or abroad.
4. The event is associated with an official student study trip resulting in course credit that will appear on the students' OSU college transcripts.
5. Documentation includes both a receipt and the course syllabus.

This is a narrow exception and should only be used as intended. Do not rely on personal judgment to apply it to other types of student or group travel that do not meet the specific criteria above.



Pcard – Prepaid Registration Form

Signed by Event Official

To allow Oklahoma State University cardholders 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.

This form is not mandatory, but the criteria must be documented. When using this form, it must be completed and signed by an event representative **before** using the Pcard for advance payment. If the required criteria are not fully met, the Pcard must not be used for prepayment.

One form may be used for multiple individuals attending the same event during the same time period. A new form is required for each new event date.

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.

Signature of Event Official

Date

Title of Event Official



Pcard – Prepaid Registration Form

Signed by Attendee/Traveler

To allow Oklahoma State University cardholders 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.

This form must be completed before using the Pcard for advance payment. It must 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 vendor 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 my department or division.

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

Date