



PREPAID REGISTRATION

In order for Oklahoma State University to pay registration in advance, the State of Oklahoma requires one of the options below be met. Form must be completed and signed by an event official before prepayment is made and event begins.

Basic Event Information

Name of Event:	
Event Location:	
Date Event Begins:	

Select the appropriate option.

<input type="checkbox"/> <u>Option 1</u> 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 event is canceled by sponsor, OSU will receive a 100% refund.
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OR

<input type="checkbox"/> <u>Option 2</u> 1. Prepayment is required in order to attend the conference and 2. A purchase order is not accepted.
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Signature of Event Official

Date

Title of Event Official

IMPORTANT:

- This form can be used for conferences, meetings, seminars, webinars and similar events.
- If all items in Option 1 or Option 2 are not met, the Pcard must not be used for prepayment.
- The form must be completed or criteria documented prior to using the Pcard to pay in advance.
- 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.
- Option 2 is commonly used for webinars. This form not mandatory but criteria must be documented.