



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

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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

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 is not mandatory, but the criteria must be documented.