

For Langston University to pay registration in advance, the State of Oklahoma requires one of the options below be met. The form must be completed and signed by an event official and submitted with your travel packet.

- This form can be used for conferences, meetings, seminars, webinars, and similar events. Attach the event flier or information with the form.
- 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 before using the Pcard to pay in advance. Travel must be approved before making payment.
- One form may be used for multiple individuals attending the same event during the same time period. Attach list to form.
- A new form is required for each new event date.

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| Name of Employee(s): | |
| Name of Event or Organization: | |
| Event Location: | |
| Dates of the Event: | |

To be completed by the event/vendor. Please Select the appropriate option. Check all that apply.

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| <input type="checkbox"/> | <p><u>Option 1</u></p> <ol style="list-style-type: none"> 1. A discount for early registration must be received, <u>and</u> 2. If the registered participant cannot attend, someone else may attend in his/her place, <u>and</u> 3. If the event is canceled by sponsor, Langston will receive 100% refund. |
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| <input type="checkbox"/> | <p><u>Option 2</u></p> <ol style="list-style-type: none"> 1. Prepayment is required in order to attend the conference <u>and</u> 2. A purchase order is not accepted. |
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Signature of Event Official

Title

Date

Please return this form to the university employee via email at: _____