



Educators' Leadership Academy

**Administrative Support Professional Academy**  
**Purchase Order Registration Form**

**Wednesday, April 5, 2023**

Nigh University Center (NUC)

University of Central Oklahoma | Edmond, OK

Registration: 7:45 - 8:30 a.m. | Program: 8:30 a.m. – 3:00 p.m.

**Participant Information**

Please type

<b>Title:</b>	
<b>First Name:</b>	
<b>Preferred Name:</b>	
<b>Last Name:</b>	
<b>Degree:</b>	
<b>Job Title/Position:</b>	
<b>Department:</b>	
<b>School/College/University/Institution:</b>	
<b>Office Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Office Phone:</b>	
<b>Cell Phone:</b>	
<b>Office E-mail:</b>	
<b>Personal E-mail:</b>	
<b>UCO Banner ID (if applicable):</b>	



**Payment Point of Contact**

<b>Name:</b>	
<b>Office Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Office Phone:</b>	
<b>Office E-mail:</b>	

**Purchase Order**

Payment may be made with a purchase order, credit card, or check before the event.

<b>Purchase Order Number:</b>	
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**Commitment**

<b>Applicant Signature:</b>	
<b>Date:</b>	

<b>Supervisor Name:</b>	
<b>Supervisor Position:</b>	
<b>Supervisor Signature:</b>	
<b>Date:</b>	

(The supervisor's signature verifies that this registration form has the approval of the supervisor, and the applicant has the full support and commitment of the organization, which includes the time required to participate in the program.)



## **Registration Information**

Early-bird Registration Fee: \$250.00 ends January 31, 2023, at 11:59 p.m.

Regular Registration Fee: \$350.00 February 1, 2023 – April 5, 2023.

Registration includes parking at the Nigh University Center, continental breakfast, lunch, refreshments, and a code to take the CliftonStrengths Assessment.

### **Cancellation and Refund Policy**

Cancellation requests must be made in writing to the Educators Leadership Academy.

If the request is received more than 30 days prior to the academy, all amounts already paid will be refunded minus US \$50.00 per booking administration fee. Participants who cancel within 30 days prior to the academy for any reason, including medical reasons, will be subject to the following cancellation fees:

30+ days = 100% Refund [Minus \$50/booking admin fee]

30 – 15 days = 50% Refund

14 days or less = 0% Refund

In addition, the following apply:

Another person can be substituted for another registered participant.

One hundred percent (100%) will be refunded if the academy is canceled or rescheduled by the Educators' Leadership Academy.

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## **Submission Information**

### **Purchase orders should be issued to:**

Educators' Leadership Academy  
University of Central Oklahoma  
CTL 102, Box 212  
100 N. University Drive, Edmond, OK 73034

Federal Tax ID 731353314

Vendor Code: ZU2LD

Detail Code: U8EL

Org. # 020020

Location: 0008

UCO State Agency #0000000120

### **Please mail the completed registration form to:**

The Educators' Leadership Academy  
University of Central Oklahoma  
CTL 102, Box 212  
100 N. University Drive, Edmond, OK 73034

### **For more information contact:**

Mary Howard, ELA Director, Phone: (405) 974-5561 Email: [mhoward28@uco.edu](mailto:mhoward28@uco.edu)