



UNIVERSITY OF  
**Central Oklahoma**

**\*DO NOT COMPLETE THIS FORM, IF** you have documentation from the conference detailing that it meets all three criteria listed below or they do not accept Purchase Orders. Required documentation can be obtained from conference literature and/or conference website.

In order for the University of Central Oklahoma to pay conference or similar event registrations before the event date, the State of Oklahoma requires that the following conditions are met. Please check the appropriate box(es) below to indicate if this event meets the requirements.

Purchase orders are not accepted and prepayment is required in order to pre-register.

**OR**

**Must meet all 3 criteria below:**

- A discount is given for early registration **AND**,
- If the registered participant cannot attend, someone else may attend in his/her place **AND**,
- If the conference/event as a whole is canceled by the sponsoring organization, University of Central Oklahoma will receive a 100% refund.

Name of Conference \_\_\_\_\_

Event Location of Conference \_\_\_\_\_

Date of Conference \_\_\_\_\_

Conference Attendee: \_\_\_\_\_

\_\_\_\_\_  
Signature of Conference Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Conference Official

If the attendee is unable to attend the conference and does not find someone to go in his/her place, then they could be liable for reimbursing the university the cost of the conference registration.