

# Advance Pre-Payment

P-Card purchases are subject to Statewide Accounting Manual, Chapter 50.10.06, Section J, Advance Prepayments

Can use P-Card for conference registration when:

1. Discount is provided for paying in advance;
2. Can substitute a participant; and
3. If event is canceled, cardholder receives a full refund

Registration fees for conferences, meetings, seminars, and similar events whereby in special situations an organization requires preregistration along with payment and by standard policy will not accept a state purchase order/contract in lieu of payment, documentation on the vendor's stationary describing this fact must be sent together with the claim to OMES for consideration of approval or disapproval.