

# Pro-Card User Form

To: Supplier: M. Suzanne Clinton c/o University of Central Oklahoma  
Address: 100 North University Drive  
Campus Box 115  
College of Business 218  
Edmond, OK 73034

From: Department: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email/Fax: \_\_\_\_\_

Dear Sir or Madam:

Re: Oklahoma Women in Higher Education Conference

In order to pay conference registration before the conference date, the State of Oklahoma requires that the following three conditions are met. Please check the appropriate box(es) below to indicate if this conference meets the requirements.

- A discount is given for early registration.
- If the registered participant cannot attend, someone else may attend in his/her place.
- If the conference is cancelled, Oklahoma State University will receive a 100% refund.

M. Suzanne Clinton 1/14/16

Signature of Conference Official Date

Oklahoma Women in Higher Education Treasurer

Title of Conference Official