

Paying for Employee Registrations

- Travel Pcard: If the vendor accepts American Express, utilize the travel Pcard. It can be used for both local and federal/grant funds. Contact the Purchasing Card Program Administrator with questions regarding Pcard usage.
- RFP: If the vendor does not accept American Express, create an RFP for the registration. If they are asking for a PO number, start the RFP and utilize the RFP number as the PO number. Once the employee is registered, complete the RFP and upload the registration as supporting documentation.
- Supporting documentation for registrations **must** include the name and remittance address for the vendor, the amount of each registration, the names of all registrants and the total for all registrations. **Complete** and **legible** supporting documentation must be attached to the RFP before it is sent to the approver.
- If the vendor is not in Lawson or their address has changed, submit an AP Vendor Request **before** submitting the RFP.
- **Purchase orders should NOT be created for employee registrations.** Most registrations need to be paid before the employee attends. If a PO is created, it cannot be received on until after the employee attends. This could result in the vendor canceling the employee's registration.

