Create requisition in PEX System using the Conference and Event (C&E) Specialty Form

Is the contract from a Signature Venue with an established event master agreement?

Is event contract valued more than $10,000?

Obtain signatures from venue and departmental Approver to fully execute the contract

Will event payment(s) be paid using Travel Card?

Use Travel Card to pay deposits and final Payments

Open an Expense Report in Concur

Attach the fully executed contract to the Expense Report

As invoices are paid, attach invoice(s) to the Expense Report and select the correct EXPENSE TYPE:

PEX Conf. & Event

Contact Customer Service

After all invoices for this event have been provided and attached, submit Expense Report to reconcile Travel Card charges in Concur

FINISH

PO is created in PEX System

Attach event contract and all required supporting documentation for review and contract approval

Will payment(s) be paid by University check?

Use "Create Invoice" to Process in PEX System

Is expedited check required?

Contact Customer Service

*NOTES:
1. If a Conference & Event contract has been processed through the PantherExpress (PEX) System and the Travel Card is used for payment, the following procedure is required to establish an audit trail:
   • Open an Expense Report in Concur
   • Record the PEX PO Number in the Expense Report's 'Comment' field in Concur
   • Record Concur's 'Report Key Number' in the PO 'Comments' field in PEX
   • CLOSE PO in PEX
     • If an addendum to the contract is required after PO closure, contact Purchasing

2. For consistency in processing payments for Conference & Event and to avoid duplicate payments, the same method of payment must be used throughout the life of the transaction

3. Submit only one Expense Report per event

4. Select either "PEX Conf. & Event Payment" or "PEX Conf. & Event Payment w/ Alcohol"

KEY:
Decision Point  PEX System  Travel Card