WEST VIRGINIA STATE UNIVERSITY
1891
Extension Service

WVSU Research & Development Corporation

PO#: _____
FUND: _____
PROJECT#: _____

Virtual Conference Registration Request

This request is for a virtual conference registration and does not require travel. Please attach any information necessary for registration (track selection, employee data, etc.).

Employee: _____ Email: _____ Phone: _____

Conference Title: _____ Registration Deadline: _____

Registration Link: _____

Important notes: _____

FOR OFFICE USE ONLY:	**CC#:** xxxx-xxxx-xxxx-	**Purchase Date:**
Department/Unit:		
Cardholder/User:		
Vendor Name:		**City:**

Item	Qty	Description	Unit Price	Total
1.				$ 0.00
2.				$ 0.00
3.				$ 0.00
4.				$ 0.00
5.				$ 0.00
6.				$ 0.00
7.				$ 0.00
8.				$ 0.00
9.				$ 0.00
			Total:	$ 0.00

Requested by: _____ Date: _____

Supervisor: _____ Date: _____

Associate Dean for Extension: _____ Date: _____

Associate Provost/Dean & Dir.of Ag.Res. & Ext.: _____ Date: _____

R&D Budget Officer: _____ Date: _____

Executive Director of B&F, R&D: _____ Date: _____

Form revised: 7/1/2025