

## Request for PREPAID REGISTRATION

*(Use this form only if the vendor does not accept the P-Card or the department does not have a P-Card)*

Conference registration fees can be prepaid by completing this form. This form must be completed in its entirety before payment can be finalized.

Please attach a completed registration form for each individual.

If an individual has Standing Authorization to Travel within the State of Georgia, a Travel Authorization is required for trips outside the State of Georgia.

Please return this completed form and required documentation to the attention of Accounts Payable, Financial Services. If you have any questions please call 333-5708.

**PLEASE MAKE CHECK PAYABLE TO:**

***If this is a new vendor please attach a completed "Vendor Information Form" found at:  
[http://www.valdosta.edu/finadmin/financial/documents/vendor\\_form.pdf](http://www.valdosta.edu/finadmin/financial/documents/vendor_form.pdf)***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT OF CHECK: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

(Account-Fund-Dept-Program-Class-Project)

TRAVEL AUTHORIZATION NUMBER: \_\_\_\_\_

**INSTRUCTIONS:**

Notify for pick-up (email/phone no.) \_\_\_\_\_

Mail to above address \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_