

# PREPAID REGISTRATION

Conference registration fees can be prepaid by completing this form. This form must be completed in its entirety or it will be returned to the department.

Attach a completed registration form for each person and a copy if the Travel Office is to mail. An approved REQUEST TO TRAVEL must be attached unless a person has a standing authorization, they must submit a REQUEST TO TRAVEL for trips outside the state of Georgia only. Please return this completed form and required documentation to the attention of Ruby Delaney, Office of Business and Finance. If you have any questions please call 333-5720.

Check will be cut every Tuesday and Thursday for prepaid registration. All appropriate documentation must be submitted 24 hours in advance of check preparation.

## CHECK PAYABLE TO:

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

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

\_\_\_\_\_

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

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

FEDERAL I.D. #: \_\_\_\_\_

## INSTRUCTIONS:

Call for pick-up (phone no.) \_\_\_\_\_

Mail by office: \_\_\_\_\_

Standing Authorization:                      Yes         NO  

\_\_\_\_\_  
Signature