

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 Business Office is to mail. An approved REQUEST TO TRAVEL must be attached. Please return this completed form and required documentation to the attention of Amy Shephard, Office of Business Affairs. If you have any questions please call 229-248-2520.

Check will be cut every Tuesday and Thursday for prepaid registration. All appropriate documentation must be submitted 36 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