



Requisition for District Funds

DISTRICT NO. _____ DATE _____

To: Toastmasters International

Note: If district financial or other district requirements are not current, no funds will be sent.

In accordance with the budget, kindly withdraw \$ _____ from the Reserve Account of this District.

- 1. Balance on District Reserve Statement at the End of the Month of _____ \$ _____
(Use most recent District Reserve Statement)
- 2. Less: Funds Requisitions submitted since District Reserve Statement in Line #1. - \$ _____
- 3. Less: District orders placed since the District Reserve Statement in Line #1 - \$ _____
- 4. Funds available (Line #1 minus Line #2 minus Line #3) \$ _____
- 5. Amount of Funds Requested on this Requisition - \$ _____
- 6. Less: 25% retention required at year end - \$ _____
- 7. Funds available after this Requisition (Line #4 minus Line #5 minus Line #6) \$ _____

If more funds are requested than available, WHQ will send whatever amount is available. Remember, 25% of last year's dues revenue must be left in the District Reserve Account for the next administration.

Send check.

Send wire. (If you would like us to wire the funds, please complete the information below. We will deduct a \$25 bank fee from the District Reserve Account.)

Bank Name: _____ REQUIRED

Address: _____ REQUIRED

City, State, Country: _____ REQUIRED

Account Name: _____ REQUIRED

Account Number: _____ REQUIRED

District Contact Phone Number _____ REQUIRED

For U.S. wire transfers must provide ABA number: _____

For wire transfers outside United States, provide SWIFT Code or BIC: _____

Please verify with your bank that the wire information is accurate. Incomplete, inaccurate or missing information will delay your funds request.

DO NOT WRITE IN THIS BOX
Acct. # _____
Check # _____
Date Paid _____
By _____
Approved by _____

Required Signatures:

District Governor

District Treasurer

Address

Address

The completed form may be scanned & e-mailed to kvangunst@toastmasters.org, faxed to WHQ at 949-858-1207, Attn: Kay VanGunst or mailed to Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690

Secretary/Treasurer of
Toastmasters International