

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

Address

District Treasurer

Address

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

Secretary/Treasurer of Toastmasters International