

REQUISITION FOR DISTRICT FUNDS



District Number: _____ 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 DIRECTOR

DISTRICT FINANCE MANAGER

ADDRESS

ADDRESS

CEO, COO OR CONTROLLER OF TOASTMASTERS INTERNATIONAL

The completed form may be scanned & e-mailed to requisitionforfunds@toastmasters.org, faxed to WHQ at +1 949-858-1207, Attn: Finance Department or mailed to Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690