



Requisition for District Funds

DISTRICT NO. _____ DATE _____

To: Toastmasters International

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 #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.

Unless otherwise noted, a check will be mailed to the District Governor. 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

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

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

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 _____	

District Governor

District Treasurer

Address

Address

Secretary/Treasurer of
Toastmasters International