



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

Bank Name: _____

Address: _____

City, State, Country: _____

Account Name: _____

Account Number: _____

District Contact Phone Number: _____

For United States wire transfers you must provide ABA number: _____

For wire transfers outside the U.S., 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 Line 1

Address Line 1

Address Line 2

Address Line 2

The completed form may be scanned and emailed to requisitionforfunds@toastmasters.org, Attn: District Finance or mailed to: Toastmasters International, 9127 S Jamaica St. Suite 400, Englewood, CO 80112

CEO, COO, or controller of Toastmasters International