



DISTRICT NO. _____

DATE _____

REQUISITION FOR DISTRICT FUNDS

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: Balance on Accounts Receivable Statement at the End of the Month of _____ - \$ _____
4. Less: District orders placed since date of Accounts Receivable Statement in Line #2. - \$ _____
5. Funds available (Line #1 minus Line #2 minus Line #3 minus Line #4). \$ _____
6. Amount of Funds Requested on this Requisition. - \$ _____
7. Funds available after this Requisition (Line #5 minus Line #6). \$ _____

If more funds are requested than are available, WHQ will send whatever amount is available. Remember, 25% of last year's per capita income 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 fill out the information below. We will deduct a \$25 bank fee from the District Reserve Account.

Bank Name: _____ REQUIRED

Bank Address: _____ REQUIRED

Bank City, State, Country _____ REQUIRED

Beneficiary Account Name: _____ REQUIRED

Beneficiary Account Number: _____ REQUIRED

Other Bank Numbers, such as SWIFT Code, Transit number, ABA Rounting number, Bank number:

Other Information: _____

Other Information: _____

Other Information: _____

Do not write in this box
Acct. # _____
Check # _____
Date Paid _____
By _____

District Governor

District Treasurer

Address

Address

Secretary/Treasurer of
Toastmasters International