

STC Southwestern Ontario Chapter

Request for Funds

Cheque # _____

Date _____

Posted _____

(For treasurer's use)

Date of request: _____

Requested by: _____
Print *Signature*

Make cheque payable to: _____
Print

Hold for pickup

Mail to this address: _____

Break out items by budget line.

If you are not sure which budget line to use, please discuss it with the treasurer.

Budget Line	Nature of Expense	Amount
Total		

Budget Lines

Education

Education days (workshop)

Rentals

Food

Speaker fees

Speaker expenses

Advertising

Printing & misc

Education evenings (gen mtgs)

Rentals

Food

Speaker

Door prizes etc.

Webinars

Rentals

Food

Registration

Competitions

Rentals

Food

Postage & shipping

Awards

International fees

Advertising

General

Awards & gifts

Scholarships

Memberships

Recognition

Special gifts

Council

Rentals

Food

General

Conference

Communications, advertising

Professional services