

Southwestern Ontario Chapter STC
Request for Funds

Cheque # _____

Date _____

(For Treasurer's Use)

Date of request _____

Requested by (print)

Signature

Make cheque payable to (print name): _____

Hold for pickup

Mail to this address: _____

(Break out items by budget line to enable budget record keeping. If you are not sure which budget line to use, discuss it with Carol please.)

Nature of Expense	Budget Line	Amount
TOTAL		

Posted to Accounts

Budget Lines

Communications

- General
- Website

Competition

- Advertising
- Awards
- Food
- General
- International Fees
- Postage & Shipping
- Speaker gifts or fees

Council Operations

- Food
- General
- President:
 - General
 - Recognition
 - STC Annual Conference
 - Travel
- Recorder:
 - General
- Room Rental
- Travel
- Treasurer:
 - Banking
 - Account fees
 - Misc. charges
 - General

Education

- Advertising
- Food
- General
- Photocopy & Printing
- Room Rental
- Speaker:
 - Accommodation
 - Fee
 - Gift
 - Travel
- Telephone Seminars

Employment

- General

General Meetings

- Awards & Door Prizes
- Food
- General
- Hospitality
- Speaker Gift or Fee
- Travel

Membership

- Advertising
- General
- Postage & Shipping
- Promotional Membership

Picnic

- Entertainment
- Food
- General
- Host gift

Public Relations

- Advertising
- General

Quill Newsletter

- General
- Photocopy & Printing
- Postage & Shipping

Scholarship

- Advertising
- Awards
- General

Special Interest Groups

- Contractors and Independent Consultants

Volunteer & CS

- Awards, Trophies