

AUPE AREA COUNCIL REQUEST FOR FUNDS (PROPOSED BUDGET)

AUPE Area Council:	Date Submitted:
What (Event Planned):	
Where (Event Location):	
When (Date Of Event):	Event Contact (Print Name):
Phone Number:	Email:
Estimated Number of Attendees:	Estimated Cost per Attendee: \$

PROPOSED EXPENSES

ITEM DESCRIPTION	COST
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
Outstanding Cheques (#)	<input type="text" value="\$"/>
Total Funds Required	<input type="text" value="\$"/>

Date Funds Required By:

Minutes/Motion Attached

☐

Latest Bank Statement Attached

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NOTE: Attach a copy of the minutes and/or motion approving this event and a copy of the latest bank statement

Approved By Treasurer/Chair (Signature Required):
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This form must be submitted via email to **areacouncils@aupe.org** at least **FOURTEEN (14) DAYS PRIOR** to the fund requirement date in order to allow for administrative processes.

INCOMPLETE FORMS/DOCUMENTATION WILL BE RETURNED TO THE AREA COUNCIL FOR COMPLETION AND RESUBMISSION.