

## Clubs Funding Form

The TDSA has allotted a certain amount of funds in the Annual Budget to be used by clubs for meetings, events, and other club related activities. Any amount not exceeding \$250 requires the completion of this form. Should your club wish to exceed \$250, speak to the VPCL for instructions on how to bring your funding proposal to the Student Engagement Committee.

This form ensures that all clubs have equal access to the required funding that they need in order for their clubs to run the way that they see fit. In order to be considered for funding, club executives must submit this form **at least 2 weeks** before the estimated date of purchase. This form must be completed for any club requesting funds of up to \$250. Completing this form **does not** guarantee your club the funding that you requested. You must receive approval from the VPCL via email in order to make your purchase. Any receipts dated before the VPCL's date of approval (as seen at the end of this form) **will not** be reimbursed.

In addition to completing the form, club executives must submit their receipts and a general reimbursement form in order to be reimbursed. Any purchases made without a receipt will not be reimbursed. Our office staff will compare this form to your General Reimbursement form to ensure that the costs match before a check is made. If these do not match, the reimbursement form will be sent to the VPCL for review, and the reimbursement will be withheld until further notice from the VPCL.

***\*\* Note that the TDSA cannot reimburse executives for club costs that have not been approved by the VPCL. Reimbursement will only occur with proof of payment\*\****

Name of Club Requesting Funding	
Contact Information	<b>Executive Name:</b>  <b>Email:</b>
Brief Description of Event/ Meeting For Requested Funding	
Proposed Date of the Event	
List of Expense Items	
Total Amount Requested	\$

*For Office Use Only*

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VPCL name

Signature

Date