Financial Transaction Form

All financial transactions require this completed form to be approved to ensure we are maintaining accurate and comprehensive financial documentation for administrative and auditing purposes.

Please create a folder in the [Financial Transactions Documentation](https://drive.google.com/drive/folders/108D5NAs5V3OUkPou_bPk5BWLgtpSt9pm?usp=sharing) folder and upload the completed form and supporting documentation to [treasurertorontorotoaract@gmail.com](mailto:treasurertorontorotoaract@gmail.com), making sure to share the folder with [treasurertorontorotaract@gmail.com](mailto:treasurertorontorotaract@gmail.com) so they are aware of the financial transaction request.

Once you have submitted this form, the Treasurer will let you know if any changes are required and/or email you a copy of this form that will require your signature and you will be notified once it has been approved.

If you have any questions on this process, please email [treasurertorontorotaract@gmail.com](mailto:treasurertorontorotaract@gmail.com) and please provide at least 2+ weeks of notice before the transaction has to be approved. It is highly suggested to submit financial transactions for approval as soon as possible and not wait until the end of the year to submit them.

# Event or Project Description

*Please provide all information regarding the event or project description.*

**Title of Event or Project**: Title of event or project which should be the same as folder name and document name

**Description of Event or Project**

Description of the event or project making sure to include relevant information such as budget and purpose of event and also describe the type(s) of financial transactions you are requesting with clear instructions for how the Treasurer should be processing

**Start and End Date of Event or Project:** YYYY-MM-DD – YYYY-MM-DD

**Submission Information**

*Please provide your information and information about the financial transaction being requested.*

**Your Legal Name:** Your Name

**Your Email Address:** Your Email Address

**Current Date:** Current Date

**Financial Transaction Type(s):** Please bold the type(s) of financial transaction you are requesting

* Credit Card
* Cheque
* E-Transfer

**Description of Additional Supporting Documentation**

Please list all supporting documentation preferably as links however all supporting documentation should be uploaded to the folder for this financial transaction and not to your personal Google drive

*By signing this document, you are affirming that all information in the document is accurate to the best of your knowledge.*

**Signature of Person Submitting**

**Approval**

*This section must be completed by at least two Rotaract Club of Toronto directors with signatory approval, neither of which can also be the person submitting the form, affirming that this financial transaction meets all requirements and can be processed.*

**Primary Signatory Legal Name:**

**Date of Primary Signing:**

**Signature of Person Submitting**

**Secondary Signatory Legal Name:**

**Date of Secondary Signing:**

**Signature of Person Submitting**