CAL RR.1

Calgary Area Unit & District Rent Reimbursement Request

The purpose of this form is to request Calgary Area reimburse a district for rental space. Send this completed form & proof of rent payment (invoice and receipt of payment) to ggcinfo@calgarygirlguides.com and we will create a cheque for the district. Honorarium payments to rental facilities must have proof or payment in order to be reimbursed.

District: _____

Name iMIS Number

Rental Space Location and Address: _____

_____

List the Units that this rent is for:

Unit#	Branch	iMIS Number	Time & Day of week for Meeting
Unit#	Branch	iMIS Number	Time & Day of week for Meeting
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Rental Period (eg. Jan. 4–Mar. 9, 2018): _____

Make Cheque Payable to: _____

☐ Mail Cheque to this address: _____

Or

☐ Place Cheque in District Mailbox

Rental Payment Amount $_____ **GST** $ _____

I certify that the above information is accurate, complete and a Girl Guide approved rental contract is in place. Invoices and Receipts are attached.

_____

District Commissioner Name *Signature* *Date*

For Office Use

Approved by:

_____

Area Commissioner Name *Signature* *Date*

_____

Date Form Received *Date Cheque Prepared* *Cheque #*