

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 of 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

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Rental Period (e.g.. 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 #