



Fonds d'édifice – Approbation préalable & demande de rénumération Building Fund Pre-Approval & Reimbursement Request Form

The use of floor funds must be approved **in advance** at a Building Council meeting. The Building Representative must be present and must sign this form, as well as a witness. A copy of this approval (white fields completed) should be made of the form and left with the Building Representative. After the expense, receipts should be stapled to the original form and brought to the RAUO Office for reimbursement. In the case that funds are used to purchase gift cards, proof (receipts) that they were used for residents must be available upon request.

Événement projeté / Proposed Event:

Date:			
Édifice / Building:			
Description d'événement / Description of Event:			
Achats proposés / Proposed Purchases :		Coût estimé / Estimated Cost :	
Organisateur / Organiser :		Poste / Position:	

Réunion d'édifice / Building Council Meeting:

Nous attestons que ces dépenses ont été fait avec le consentement de notre étage par voie d'une vote de majorité simple à une réunion d'édifice officielle. / We attest that these expenses were made on behalf of our floor, after having been approved by a majority vote in an official Building Executive meeting.

**In the case of time constraints, such as at the end of the year, this approval can be replaced by the names and signatures of floor reps representing 51% of the residents in the building as well as the signature of the building representative.*

	Nom / Name	Signature
Représentant d'édifice Building Representative		
Témoin / Witness		
Organisateur / Organiser		

Achat / Purchase :

Achat / Purchase	Lieu d'achat / Place of Purchase	Date	Montant / Amount
Total:			

Cheque payable à: Cheque payable to:		Courriel : Email :	
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RAUO Use Only:

	Date	Signature		
Form Received:				BF Updated:
Request Approved:		President:		VP Fin:
Cheque Issued:				Cheque #: