



Fonds d'étage – Approbation préalable & demande de rénumération Floor Fund Reimbursement Pre-approval & Request Form

The use of floor funds must be approved in advance at a floor meeting. The Floor Representative (or a proxy) must be present and must sign this form, as well as a witness. A copy of this approval (white fields completed) should be made and brought to the RAUO office. When a proxy is used, this form must be accompanied by a proxy form. Receipts should be stapled to this 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: | | Groupe des étages / Floor Group: | |
| Description d'événement / Description of Event: | | | |
| Achats proposés / Proposed Purchases : | | Coût estimé / Estimated Cost : | |
| Organisateur / Organiser : | | Poste / Position : | |

Réunion d'étage / Floor 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'étage officielle. / We attest that these expenses were made on behalf of our floor, after having been approved by a majority vote in an official floor 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 51% of the residents in the floor group.*

| | Nom / Name | Signature |
|--|------------|-----------|
| Représentant d'étage / Floor 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: | |
|---|--|---------------------------|--|

----RAUO Use Only -----

| | Date | Signature | |
|--------------------------|------|-------------------|--------------------|
| Form Received: | | | FF Updated: |
| Request Approved: | | President: | VP Fin: |
| Cheque Issued: | | | Cheque #: |