



## FUNDS SUBMISSION FORM

If you are submitting funds to the Area Treasurer, please use this form to describe the reason why.

### Directions:

1. Complete all parts of the form below.
2. Staple any receipts to the lower portion of the form.
3. Securely attach this sheet to a sealed envelope containing the funds and give to the Treasurer.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Subcommittee: \_\_\_\_\_

Amount being submitted to the Area Treasurer: \$ \_\_\_\_\_

Reason Funds Submitted to Area:

\_\_\_\_\_ Unused Funds/Budget – Event Name: \_\_\_\_\_

\_\_\_\_\_ Event Proceeds – Event Name: \_\_\_\_\_

\_\_\_\_\_ Donation to Area

\_\_\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

] Staple any receipts here