



Request for Funds

Created on: June, 2016

Reviewed by: June, 2016

Adopted by the Board of Directors on: June, 2016 Initials: A.T. R.H.

If funding is required for a Bow Valley Rugby Club (BVRC) sanctioned purchase or event, the Board Members, Vice Presidents, Coaches or Club Members must make the request in writing using the Request for Funds Form that is found in the Appendix.

The completed form must contain as much information and back up documentation as possible.

The form and associated documentation will be forwarded to the BVRC Board of Directors for review and consideration at their next regularly scheduled meeting. Once a decision has been reached, the completed form and documentation will be placed on file. If the decision is to proceed with the expenditure, the form will be forwarded to the Treasurer and Administrator to have a cheque issued.