 **REQUEST FOR ADVANCE PAYMENT**

In an effort to reduce the personal financial burden for event organizers, Nova Scotia Pony Club can issue Advance Payments to Discipline Chairs or designated Lead Organizers of Regional Pony Club events.

Advance Payments will **ONLY** be issued based on completed and signed “Request for Advance Payment” Form. Completed forms (can be electronic) are to be forwarded to the Regional Treasurer for approval.

Cheques payable to suppliers for venue rentals, etc. can also be requested in advance using this form.

Regional Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline Chair or Lead Organizer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Budget (Mark with **\*** those costs to be paid in advance of the event)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense Items  | Cost | To be Paid in Advance  | Cheques requested (ribbons, etc.)Payable To:  | Amount |
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|  |  |  |  |  |
|  |  |  |  |  |
|  **Total** |  |  |  |  |

Advance Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that any funds received as an Advance Payment by Nova Scotia Pony Club will **ONLY** be used toward expenses required to host the above referenced event. I also understand that if for some reason the event is canceled I will reimburse Nova Scotia Pony Club within **10 days of Notice of Cancelation** any outstanding funds that have been paid to me and not yet used to pay suppliers.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**=====================================================================================**

**NSPC APPROVAL**

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Regional Treasurer Date