

# OSSTF/TARA ENRICHMENT FUND APPLICATION



NAME: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_ POSITION: \_\_\_\_\_

DEPARTMENT & ADDRESS (where cheque will be mailed): \_\_\_\_\_

REGULAR FULL-TIME  TEMPORARY FULL-TIME

DO YOU MEET THE LENGTH OF EMPLOYMENT CRITERIA: YES  NO

ITEM(S) PURCHASED: \_\_\_\_\_

PURPOSE OF ITEM(S): \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_ (MAXIMUM \$500.00)

AMOUNT OF DEPARTMENTAL CONTRIBUTION: \$ \_\_\_\_\_

DATE(S) OF PURCHASE(S): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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*The following section to be completed by OSSTF/TARA*

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DETAILS OF AWARD DISBURSEMENT

DATE RECEIVED: \_\_\_\_\_ NUMBER: \_\_\_\_\_

ORIGINAL RECEIPTS ATTACHED: YES  NO

APPROVED: YES  NO

AMOUNT APPROVED: \$ \_\_\_\_\_ DATE EMPLOYEE NOTIFIED: \_\_\_\_\_

REASONS FOR REJECTION OF APPLICATION/ADDITIONAL COMMENTS: \_\_\_\_\_

ACTUAL AMOUNT OF AWARD DISPERSED: \$ \_\_\_\_\_

CHEQUE NO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

SIGNATURE OF PRESIDENT, OSSTF/TARA: \_\_\_\_\_

SIGNATURE OF TREASURER, OSSTF/TARA: \_\_\_\_\_