



# LAPTOP GRANT APPLICATION FORM

To assist SUN Locals and SDCs with their work for the Union, SUN Provincial is pleased to provide one time grants to Locals and SDC's for the purchase of a laptop computer intended to conduct SUN business.

As per Membership Policy 028-M-2007 and 035-M-2007, SUN Provincial will reimburse up to \$500 towards the purchase of a laptop computer and applicable software.

NOTE: The laptop and applicable software must be purchased in advance of submitting your grant application.

The following information must be provided in order for your application to be processed.

### REQUIRED INFORMATION

Name of Local/SDC: \_\_\_\_\_

Applying for grant under:

- Membership Policy 028-M-2007(Locals)       Membership Policy 035-M-2007 (SDCs)

Name on Bank Account/Cheque payable to: \_\_\_\_\_

*NOTE: SUN Provincial **will not reimburse individuals**, cheque must be payable to the Local/SDC bank account.*

### Contact Information for Individual Accepting Reimbursement

Name: \_\_\_\_\_ Position within Local/SDC: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

- Copy of Receipt attached to application form

Submitted by: \_\_\_\_\_ Position:  President       Treasurer

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

<b>Office Use Only:</b>	
Approved by: _____	Date: _____
Distribution: Original – Accounting      Copy - Administration	