



District 72

Pre-approval form for expenses greater than \$500

Toastmasters Year: 2026–2027

Expenses over \$500 must be authorised in advance and in writing by the District Director, Finance Manager, and Program Quality Director or Club Growth Director.

Description of the nature of the expense requesting approval	
Date	
Amount (NZD)	
Payee	
Particulars	
Budget Code	
Reference	
Additional Notes	

Approved:

Role	Role Holder	Signature	Date
District Director	Mark Tweedale		
Finance Manager	Victor Huang		
Program Quality Director	Sandeep Kinge		
Club Growth Director	Steve Vale		