**PollinateTO Community Grants 2021**

**Receipts for Tokens / Presto Tickets or Gift Cards**

**Group Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **First & Last Name** | **Tel/Cell #** | **# of Tokens or Tickets** | **$ of gift cards** | **Purpose** | **Signature** | **Date** |
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**Note: You must hand in this form with the receipt(s) for the TTC tokens, Presto tickets and/or gift cards.**

**Submitted By (Print Name) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**About this form**

*Optional - Please ensure you are following the financial requirements of your Trustee*

**What is this form for?**

Sometimes you need to give out little things that are almost like cash, which people can use to buy things they need – tokens / Presto Tickets (one ride) and gift cards are the most common examples. You need to fill out this form to show that they were given out properly.

**What is the "Group Name"?**

This is the group that got the grant. Please use the name you used in the grant application.

**Purpose**

Please tell us what the purpose of the transit token or ticket or the gift cards was. Where were they travelling and why? What were the gift cards used for? They must be used for an expense that is eligible.

**What goes into the rest of the form?**

For each person that gets transit token or ticket or gift cards they have to sign for them, showing how many tokens / Presto Tickets they got or what the value of the gift cards was.

Note: Gift cards are not to be provided to your group members or their family members as "gifts". They must be given out for items that are eligible.

**Deadline for submission**

Include with your final report - expense summary.

**How to submit:**

Email to [pollinateTO@toronto.ca](mailto:pollinateTO@toronto.ca)