



Kingdom of the Outlands • Office of the Exchequer

email: exchequer@outlands.org • <http://www.outlands.org>



FINANCIAL APPROVAL REQUEST / REQUEST FOR PAYMENT

Instructions: Fill out this form clearly and completely. You may send this form by email or a printed copy. Send this form for processing to:

Lady Marija (Tsuru) Zuzoric
mka Dawn Reed
5158 Red Oak Way
Parker, CO 80134
or
exchequer@outlands.org

Use this form for individual items. For budget proposals, use the budget form.

Amount Being Requested:

Reason for request - List the purpose the money will be used for. If request is for an event, please give the date and the name of the event. If this request is to be drawn from a Restricted Fund (War Fund, Royal Travel Fund), please indicate the fund below.

Please state what the funds are to be used for:

Fund (if applicable)

I am requesting:

An advance of funds

Approval to incur the expense and be reimbursed

Payment for approved incurred expense

Requestor's Legal Name:

Street Address:

Telephone # and email address:

SCA Name:

Check made out to:

I am submitting this request for approval by the Financial Committee of the Outlands. I warrant that all information herein is complete and correct. I agree to present receipts within 60 days of the expense for any money advanced to me or for reimbursement. I agree that any money not documented by receipts may not be reimbursed. I agree that if I am advanced money, I will repay any unspent balance by check to SCA Inc - Kingdom of the Outlands. I understand and agree that any balance owed to the Outlands is treated as Receivable until complete receipts are submitted.

Signed:

(Legal Name)

Dated:

EXCHEQUERS USE ONLY

Request approved

Request Denied

Amount Approved:

Check #:

Note(s):

Check date:

Exchequer Signature:

Dated: