

SCA, Inc - Barony Marche of the Debatable Lands
Cash Advance Request Form

Date*: _____

Requestor: _____

Address: _____

Position _____

Purpose: _____

Amount: _____

Requestor's Signature: _____

Authorized by: _____

Check # _____ Date: _____

Expensed To: (Complete after purchase)

Advertising _____ Occupancy & Site Charges _____

Equipment Rental & Maintenance _____ Posting and Shipping _____

Fees & Honoraria _____ Printing and Publications _____

Food _____ Telephone Expenses _____

General Supplies _____ Travel (Gas, Tolls, Air) _____

Insurance (Non-SCA) _____ Other: (explain below) _____

Transferred to Another SCA account: _____
(explain below)

Total:

Less Cash Advance _____

Amount due Requestor _____

Amount due Kingdom _____

Ck # _____ Date: _____

Ck # _____ Date: _____

Explanations of Other/Transfers: _____

***ADVANCE CHECKS WILL TAKE UP TO TWO WEEKS TO BE PROCESSED AND SENT.
PLEASE PLAN ACCORDINGLY.**