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 __________________________ Ck # __________________________ Date: __________________________

Amount due Kingdom __________________________ Ck # __________________________ Date: __________________________

Explanations of Other/Transfers:

________________________________________________________________________________________

________________________________________________________________________________________

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