

# SCA, Inc - Kingdom of Æthelmearc

## Cash Advance Request Form

Date:

Requestor:

Address:

Position

Purpose:

Amount:

Requestor's Signature:

Authorized by:

Check #

Date:

Expensed To: (Complete after purchase)

Advertising \_\_\_\_\_

Equipment Rental & Maintenance \_\_\_\_\_

Fees & Honoraria \_\_\_\_\_

Food \_\_\_\_\_

General Supplies \_\_\_\_\_

Insurance (Non-SCA) \_\_\_\_\_

Transferred to Another SCA account: \_\_\_\_\_

(explain below)

Occupancy & Site Charges \_\_\_\_\_

Posting and Shipping \_\_\_\_\_

Printing and Publications \_\_\_\_\_

Telephone Expenses \_\_\_\_\_

Travel (Gas, Tolls, Air) \_\_\_\_\_

Other: (explain below) \_\_\_\_\_

Total:

Less Cash Advance \_\_\_\_\_

Amount due Requestor \_\_\_\_\_

Amount due Kingdom \_\_\_\_\_

Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Explanations of Other/Transfers:

\_\_\_\_\_

\_\_\_\_\_