

The Society for Creative Anachronism (SCA, Inc.) - Barony of Borealis

**CHEQUE REQUEST**

**PAYEE INFORMATION**

Pay to the Order of:  
(Modern Name)

Street Address:

City:

Postal Code:

Province:

Phone:

Check One:

- Reimbursement
- Cash Advance
- Direct Pay

Date of Request

**BUDGET AUTHORIZATION**

Charge to Office or Event budget for:

Requested by: (SCA Name or office):  
(Modern Name):

Contact Info (Email):

Approved By: (SCA Name or office):

Phone:

**DESCRIPTION OF EXPENDITURE:**

	Office	Event
Advances (to be reconciled)		
Advertisiting		
Equipment Rental		
Food		
General Supplies		
Occupancy & Site Charges		
Postage/Shipping/PO Box Rent		
Printing & Publication		
Other:		
<b>TOTAL REQUEST</b>		<b>0</b>

**EXCHEQUER INFO:**

Cheque #

Date Paid

Comments:

**RECONCILE ADVANCES**

Receipts Received

Cash received

Total Accounted For: 0

Un-reconciled Advance 0

(Should be 0 if all has been accounted for)  
(if>0, Money is owed to SCA; if<0, Money is owed to Payee)