



**Kingdom of Meridies**  
**Office Of The**  
**Chancellor of the Exchequer**  
**CASH VOUCHER**



Requestor's Name \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Send Checks to: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Requestor's Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Requestor's e-mail \_\_\_\_\_

Requestor's SCA Name \_\_\_\_\_

Reason For Funds \_\_\_\_\_

Fund Account charged \_\_\_\_\_

	Expenses	Office & Admin	Event related	Fund Raising	Total
1	Advertising				
2	Equipment Rental & Maintenance				
3	General Supplies				
4	Occupancy & Site Charges				
5	Postage & Shipping				
6	Printing & Publications				
7	Telephone				
8	Travel (Gas, Tolls & Airfare)				
9	Food				
10	Other Expenses				
11	Transferred to Another Group In Kingdom				
12	Transferred to Another Goup Outside Kingdom				
	Total Expenses				

Attach all receipts to this form. Circle amount to be paid on each receipt and state what it is for.  
 Payments may be withheld until proper receipts are submitted

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

1	Up to \$100	Must be approved by the Chancellor of the Exchequer (CoE)
2	Over \$100	Must be approved by the CoE and the Kingdom Seneschal(e).
3	Over \$200	Must be approved by the CoE, Kingdom Seneschal(e) and current Crown.
4	All real property purchases must be approved by CoE, Kingdom Seneschal(e) and current Crown	
5	Cash Vouchers may only be submitted to the CoE by Greater Officers of State.	
	All others must have approval (signature) of appropriate officer or guild head.	

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mundane Signature of the Chancellor of the Exchequer

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mundane Signature of the Kingdom Seneschal(e)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mundane Signature of a Reigning Sovereign

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For the Exchequer's use Only

Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Dated \_\_\_\_\_