



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

For the Exchequer's use Only

Check Number _____ Amount _____ Dated _____