



# Kingdom of the Outlands • Office of the Exchequer

email: [exchequer@outlands.org](mailto:exchequer@outlands.org) • <http://www.outlands.org>



## FINANCIAL APPROVAL REQUEST / REQUEST FOR PAYMENT

**Instructions** Fill out this form clearly and completely. 1. GET REQUEST APPROVED BY OUTLANDS FINANCIAL COMMITTEE. You may send this form by email or a printed copy. Send this form for approval to: Kingdom Exchequer : Baron Louis-Philippe Mitouard, mka Ben Baron 12620 Wolff Street, Broomfield, CO 80020, [exchequer@outlands.org](mailto:exchequer@outlands.org). 2. Send APPROVED REQUESTS ONLY to [Kathryn\\_michel@msn.com](mailto:Kathryn_michel@msn.com) or by mail to: **Baroness Brianna Chevreuil, mka Kathryn Michel, 1619 Prairie Song Place, Longmont, CO 80501** Use this form for individual items For budget proposals, use the budget form.

**Requester's Legal Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail address (required if available):** \_\_\_\_\_

**SCA Name:** \_\_\_\_\_

I am requesting:  An advance of funds       Approval to spend money and be reimbursed

Amount Requested: \$ \_\_\_\_\_ List the purpose the money will be used for. If request is for an event, please give the date and the name of the event. If this request is to be drawn from a Restricted Fund (War Fund, Royal Travel Fund), note the fund. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I am submitting this request for approval by the Financial Committee of the Outlands. I warrant that all information herein is complete and correct. I agree to present receipts within 60 days of the expense for any money advanced to me or for reimbursement. I agree that any money not documented by receipts may not be reimbursed. I agree that if I am advanced money, I will repay any unspent balance by check to SCA Inc - Kingdom of the Outlands. I understand and agree that any balance owed to the Outlands is treated as Receivable until complete receipts are submitted.*

\_\_\_\_\_  
Signed (Legal Name)

\_\_\_\_\_  
Date

**EXCHEQUER'S USE ONLY**

Request in the amount of \$ \_\_\_\_\_ is granted. Check #: \_\_\_\_\_ Issued: \_\_\_\_\_

Request is denied (details): \_\_\_\_\_

\_\_\_\_\_  
Signed (Exchequer)

\_\_\_\_\_  
Date

Notes:



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## BUDGET PROPOSAL / REQUEST FOR PAYMENT VS BUDGET

Instructions Fill out this form clearly and completely. 1. GET REQUEST APPROVED BY OUTLANDS FINANCIAL COMMITTEE. You may send this form by email or a printed copy. Send this form for approval to: Kingdom Exchequer : Baron Louis-Philippe Mitouard, mka Ben Baron 12620 Wolff Street, Broomfield, CO 80020, [exchequer@outlands.org](mailto:exchequer@outlands.org). 2. Send APPROVED REQUESTS ONLY to [Kathryn\\_michel@msn.com](mailto:Kathryn_michel@msn.com) or by mail to: **Baroness Brianna Chevreuil, mka Kathryn Michel, 1619 Prairie Song Place, Longmont, CO 80501** Use this form for budget items For individual payments use the individual form.

Requester's Legal Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail address (required if available): \_\_\_\_\_

SCA Name: \_\_\_\_\_

This budget is for a/an :  Office \_\_\_\_\_  Event \_\_\_\_\_ Total Budget Requested: \$ \_\_\_\_\_

List the purpose the money will be used for. If request is for an event, please give the date and the name of the event. If this request is to be drawn from a Restricted Fund (War Fund, Royal Travel Fund), note the fund. \_\_\_\_\_

Itemize Income and Expenses here (use additional sheets if necessary):

<i>Income Items / Amount</i>	<i>Expense Items / Amount</i>
<b>Total Income \$</b>	<b>Total Expenses \$</b>
<b>Net Profit/Loss</b>	

*I am submitting this request for approval by the Financial Committee of the Outlands. I warrant that all information herein is complete and correct. I agree to present receipts within 60 days of the expense for any money advanced to me or for reimbursement. I agree that any money not documented by receipts may not be reimbursed. I agree that if I am advanced money, I will repay any unspent balance by check to SCA Inc - Kingdom of the Outlands. I understand and agree that any balance owed to the Outlands is treated as Receivable until complete receipts are submitted.*

\_\_\_\_\_  
Signed (Legal Name)

\_\_\_\_\_  
Date

### EXCHEQUER'S USE ONLY

### Payments Against Budget

For: _____	Check Number _____	Amount _____	Dated _____
For: _____	Check Number _____	Amount _____	Dated _____
For: _____	Check Number _____	Amount _____	Dated _____
For: _____	Check Number _____	Amount _____	Dated _____
For: _____	Check Number _____	Amount _____	Dated _____