

Barony of Grey Niche

CASH VOUCHER

Make check payable to: _____ Date: _____

Requestor's Name: _____

Street Address: _____

City _____ State: _____ ZIP: _____

SCA Name _____ Phone: _____

Purpose of funds: _____

EXPENSES	Office & Admin.	Event Related	Fund Raising	Total
1. Advertising	_____	_____	_____	_____
2. Equipment Rental & Maintenance	_____	_____	_____	_____
3. Food	_____	_____	_____	_____
4. General Supplies	_____	_____	_____	_____
5. Occupancy & Site Charges	_____	_____	_____	_____
6. Postage & Shipping	_____	_____	_____	_____
7. Printing & Publication	_____	_____	_____	_____
8. Telephone	_____	_____	_____	_____
9. Travel (Gas, tolls, etc.)	_____	_____	_____	_____
10. Other Expenses (Explain)	_____	_____	_____	_____
11. Transfer to another group In Kingdom	_____	_____	_____	_____
12. Transfer to another group Out of Kingdom	_____	_____	_____	_____
13. Total Expenses	_____	_____	_____	_____

All Vouchers must have original receipts attached and be submitted AND approved by the Baronial Seneschal and/or the Financial Committee.

Approval: Under \$75 requires Seneschal approval. Over \$75 but under \$500 must be approved by a vote of the Financial Committee. Over \$500 must be presented at 2 meetings of the Financial Committee, and approved by a vote of the Committee.

Approved by: _____ Date: _____
Signature of the Baronial Seneschal

Approved by: _____ Date: _____
Signature of Reeve or approved rep of the Financial Committee

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For Exchequer Use Only

Date Received _____ Check Number _____ Amount _____ Dated: _____

Check Received By: _____
Mundane Name (Printed) _____ Mundane Signature _____