

EAST KINGDOM REQUEST FOR FINANCIAL WARRANT

This form should be completed by the individual who is applying to be either:

- Chancellor of the Exchequer, and signed by either the outgoing Exchequer or the current Seneschal (or Guild principal, if a chartered Guild).
- A Deputy Exchequer, and signed by the current Exchequer.

Complete this form. Keep a copy for your files. E-mail or mail this form to the Kingdom Exchequer along with the images of the front and back of your SCA membership card and government ID. If you do not hear from the Kingdom Exchequer within 30 days, please call to see what is delaying your warrant. In lieu of physical signatures, you may use Adobe Fill & Sign via your Kingdom accounts to sign the document. Alternatively, you may print or type the names into the signature lines. Then attach this document to an email from your Officer Kingdom email address (<officer title>@<your local branch>.eastkingdom.org) with a statement that you approve the attached document. Forward the email to the next person's Officer Kingdom address that needs to sign. Finally, forward the email chain to the Kingdom Exchequer.

Branch: _____

Legal Name: _____

Street Address: _____

City: _____ **State / Province:** _____

Country: _____ **Postal Code:** _____

Phone (primary): _____ **(alternate):** _____

East Kingdom e-mail address: _____

SCA Name: _____

I understand that by applying for the position of Chancellor of the Exchequer of the above listed branch of the Society for Creative Anachronism, Inc., I agree to assume full responsibility for all financial affairs of this branch upon confirmation of my appointment to the office by warrant. These responsibilities include: maintaining membership in the Society for Creative Anachronism, Inc.; complying with Society, Kingdom, and this branch or guild's financial policy requirements; submitting reports when they are due according to Kingdom Policy and this branch or guild's requirements; making myself available to the membership of this branch or guild for consultation and reimbursements; and being a part of this branch or guild's financial committee.

Legal Signature: _____ **Date:** _____

Applicant

Recommendation: *I recommend the above individual for consideration as the new Chancellor of the Exchequer for our branch, and if possible, will assist in training him/her for the office.*

Legal Signature: _____ **Date:** _____

Current Seneschal Outgoing Exchequer Current Exchequer