



SCA Ltd ~ Shire of Adora

Request for Funds ~ Cash Advance



Event Name (or N/A):			
Amount:	\$	Date Required:	
Purpose of Funds: <i>Include all relevant details</i>			

Payee Account Details:	BSB:	
	Bank/Branch:	
	Account No:	
	Account Name:	

Details of Person Making Request:

I accept that cash advanced to me (the requestor) belongs to the SCA Ltd., and shall be returned to the SCA Ltd. (in part or in full) in the event that is it not used for the purpose stated above. I acknowledge that all expenditure of the cash advanced must be evidenced by a tax invoice from the vendor. All remaining cash, plus receipts and tax invoices must be returned to the SCA Ltd. within 30 days of the event, or 60 days of this request (for non-event expenditure) unless otherwise agreed with the Exchequer.

SCA Name:	
Legal Name:	
Email:	
Phone Number:	
Date Submitted:	

OFFICERS' USE ONLY:

Request Result:	Approved / Not approved	Date:	
Decision Made Via:	Council meeting / Email / Officers' Chat / In-person at event / etc.		
Comments:			

Westpac Payment Submitted by:			
Position:			
Member Number:		Date:	

Westpac Payment Approved by:			
Member Number:		Date:	