

## Rules and Regulations for Funding Authorization

### Event Related

1. The Autocrat will be given a blanket Authorization for the amount of the Event budget.
2. The Autocrat is responsible for making sure that funding authorizations are completed for all expenditures relating to said Event.
3. The Autocrat is responsible for making sure the purchase is in line with the Non Profit Status Regulations of the SCA Inc. Questionable items should be checked with the exchequer.
4. Funding Authorization must be completed if possible prior to items being purchased.
5. If prior authorization not possible the Autocrat must be contacted for a verbal authorization and the funding authorization must be filled out and signed as soon as possible
6. Any amount needed over the Authorized amount must be verbally approved prior to the purchase. Emergency purchases will be reviewed on a case by case basis for approval. Failure to obtain approval can result in a denial of reimbursement for the amount over the Authorized amount.
7. All receipts must be submitted to the Baronial Exchequer within 30 days of the date of the Event. Exceptions to this 30 day limit must be approved by the Exchequer or the Seneschal prior to the 30 day limit expiring.
8. Purchases over the authorized amount will not cause a corresponding increase to the Event budget but must be taken from an existing line item.
9. Emergency expenditures not included in the original event budget will be reviewed on a case by case basis and will, if possible, be approved by the Seneschal or Coronet prior to the purchase.
10. Any denials may be appealed and said appeal will be heard by the Seneschal, at least one member of the Coronet, and one Baronial Officer not involved in the dispute. A second Baronial officer will be used if the Seneschal or Coronet is involved in the appeal. Both the member requesting the appeal and the Baronial Exchequer will appear at the appeal.

### Non Event Related

1. Funding Authorizations for Non Event Related expenditures must be approved by the Seneschal or a member of the Coronet.
2. The Person approving non event related expenditures is responsible for making sure the purchase is in line with the Non Profit Status Regulations of the SCA Inc. Questionable items should be checked with the exchequer.
3. Funding Authorization must be completed and approved if possible prior to items being purchased.
4. If prior authorization not possible verbal authorization must be obtained and the funding authorization must be filled out and signed as soon as possible
5. Any amount needed over the Authorized amount must be verbally approved prior to the purchase. Emergency purchases will be reviewed on a case by case basis for approval. Failure to obtain approval can result in a denial of reimbursement for the amount in excess of the Authorized amount.
6. All receipts must be submitted to the Baronial Exchequer within 30 days of the date of the purchase. Exceptions to this 30 day limit must be approved by the Exchequer or the Seneschal prior to the 30 day limit expiring.
7. Emergency expenditures not pre-authorized will be reviewed on a case by case basis and should, if possible, be approved by the Seneschal or Coronet prior to the purchase.
8. Any denials may be appealed and said appeal will be heard by the Seneschal, at least one member of the Coronet, and one Baronial Officer not involved in the dispute. A second Baronial officer will be used if the Seneschal or Coronet is involved in the dispute. Both the member requesting the appeal and the Baronial Exchequer will appear at the appeal.