



OFFICE OF THE WAR EXCHEQUER
SITE FEE REFUND REQUEST



Please open form in Acrobat to enter text and sign. (Doesn't work in a browser.) Send completed form to exchequer@gulfwars.org. Checks will be mailed after War.

Make Check Payable To: _____

Requestor's Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

SCA Name: _____

Reason for Refund: _____

Refund for Name(s)		Invoice Number	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total	
		Less Processing Fee	
		Refund Due	

Site Fee refunds requested at least two weeks before the event are automatically approved. After that, all Site Fee Refund requests will be at the discretion of the Autocrat and Exchequer, based on the reason provided. Once the attendees pre-registration arrival date has passed, without major extenuating circumstances, no refunds will be given.

Merchantcrat has sole discretionary authority for merchant fees. Refunds thereof must be requested separately.

Approved By: _____ **Date:** _____
Mundane Signature of Gulf Wars Autocrat (or email attachment)

Approved By: _____ **Date:** _____
Mundane Signature of Gulf Wars Exchequer

For Gulf Wars Exchequer Use Only

Check Number: _____ Amount: _____ Date: _____