

REQUEST FOR DISBURSEMENT
PALO DURO PRESBYTERY, INC.
P.O. BOX 16267, LUBBOCK, TX 79490

Pay to _____ Date _____

Address _____ City _____ State _____ ZIP _____

GENERAL EXPENDITURES (other than mileage)

Date	Account #	Itemized Description	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

PLEASE ATTACH RECEIPTS TO BACK OF VOUCHER

MILEAGE EXPENDITURES

TOTAL MILES DRIVEN _____ X .65 CENTS (OR IRS STANDARD) = \$ _____

TOTAL DISBURSEMENT REQUEST \$ _____

PAYMENT AUTHORIZED _____
(moderator of work unit)

APPROVED FOR PAYMENT _____
(office use only)

VOUCHERS MUST BE SUBMITTED TO THE PRESBYTERY OFFICE NO LATER THAN
TWO WEEKS AFTER THE EXPENSE IS INCURRED

(Revised for 2023)

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