

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

Pay to \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**GENERAL EXPENDITURES** (other than mileage)

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

Please attach receipts to back of voucher.

**MILEAGE EXPENDITURE**

Total miles driven \_\_\_\_\_ X \_\_\_\_\_ cents (or current IRS standard) \$ \_\_\_\_\_

**TOTAL DISBURSEMENT REQUESTED**

\$ \_\_\_\_\_

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 10/11/24

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