

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 \$ _____ (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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