**CHECK REQUISITION**

**PRESYBTERIAN WOMEN – PRESBYTERY OF ST. AUGUSTINE**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street Address or P.O. Box # City, State, Zip**

**MODERATOR’S EXPENSE**

Postage: $\_\_\_\_\_\_\_\_

Routine: Travel \_\_\_\_\_\_ Miles @$.14 mile $\_\_\_\_\_\_\_\_

Other: Telephone, Copies, etc

Church Wide/Regional/Synod Gathering $\_\_\_\_\_\_\_\_ **TOTAL** $\_\_\_\_\_\_\_\_

**VICE MODERATOR’S EXPENSE**

Postage: $\_\_\_\_\_\_\_\_

Routine: Travel \_\_\_\_\_\_Miles @$.14 mile $\_\_\_\_\_\_\_\_

Other: Telephone, Copies, etc.

Church Wide/Regional/Synod Gathering $\_\_\_\_\_\_\_\_ **TOTAL** $\_\_\_\_\_\_\_\_

**CT Meeting/Travel/Lunch**

\_\_\_\_\_\_\_Miles @$.14 mile $\_\_\_\_\_\_\_\_

**Treasurer’s expense:**

Postage : $ \_\_\_\_\_\_\_

Other: $ \_\_\_\_\_\_\_ **TOTAL** $ \_\_\_\_\_\_\_

**Regional Coordinator’s Expense**

\_\_\_\_\_\_\_Miles @$.14 mile $\_\_\_\_\_\_\_\_

**Regional Coordinator’s Training** $\_\_\_\_\_\_\_\_

**Representative Expense: (Women’s Issues, Mission Opportunities, Racial, etc.)**

Postage $\_\_\_\_\_\_\_\_

Supplies $\_\_\_\_\_\_\_\_

Copies $\_\_\_\_\_\_\_\_ **TOTAL** $\_\_\_\_\_\_\_\_

**Yearbook** $\_\_\_\_\_\_\_\_

**Miscellaneous** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_

**TOTAL REIMBURSEMENT REQUEST: (Please attach receipts)** **$\_\_\_\_\_\_\_\_**

**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT TO:** **Lois Morse, PW Treasurer** **Phone: 904-386-6305**

**7678 Collins Ridge Blvd**  **Email: ldmorse@bellsouth.net**

**Jacksonville, FL 32244-6419**