**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 Boulevard**

 **Jacksonville, FL 32244 Email: ldmorse@bellsouth.net**