



**NORTHWEST COAST
PRESBYTERY**

Presbyterian Church (U.S.A.)

22600 96th Ave W

Edmonds, WA 98020

PAYMENT VOUCHER - attach receipts

Date:

office use only

Requested by:

Print in office	
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Pay to:

Address:

Email:

Phone:

office use only

Item/Event:

Location:

Event Date(s):

Reference/Support:

Excerpt:

Department:	<i>Check one</i>
Endowment	
Management	
Pass-throughs	
Program	

Description (if mileage, list as "mileage/from; volunteer rate is 0.14, employee rate is 0.67 for trips on or after 1/1/24)	QTY	Rate	Amount	Expense Account #	Funding
	1				
	1		-		
	1		-		
	1		-		
	1		-		
	1		-		
	1		-		
	1		-		
TOTAL			-		

List all items; please attach receipts. Please note, reimbursements must be requested no more than 60 days after the expense is incurred.

APPROVED: