

Presbyterian Women—National Capital Presbytery

Payment Authorization Form

TODAY'S DATE: _____, 20__

Amount Requested \$ _____ (Attach receipts or bills, or include explanation if receipt(s) unavailable)

Make check payable to: _____

Budget or Expense Category (Please check one or more):

- Resource purchase _____ Communications/web _____
- Fall gathering _____ Prayer breakfast _____
- Spring gathering _____ Cluster event _____
- Copying/supplies _____ Publicity _____
- Mission project* _____ Synod event* _____
- PW-PC(USA) event* _____
- Sisters/multicultural ministry* _____
- Other* _____

Please explain as needed for items followed by an asterisk:

Requested by: _____

[PAID BY TREASURER ON: _____, 20__]

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