

**Presbytery of Utica  
Check Request Form**

**Send to:** Presbytery of Utica  
c/o Synod of the Northeast  
5811 Heritage Landing Drive  
East Syracuse, NY 13057

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Committee: \_\_\_\_\_

Budget Line Number: \_\_\_\_\_

**EXPENSES**

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
(requested by) (date)

Approved: \_\_\_\_\_  
(committee chair) (date)

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\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
(requested by) (date)

Approved: \_\_\_\_\_