Tinker Spouses' Club Expense Report



All receipts MUST be attached to the back of this form and submitted to your Vice PRIOR to submitting to the appropriate Treasurer in the same month in which the expense was incurred. If the expense occurred at the end of the month, it must be submitted within 2 weeks of the date in which the expense was incurred. Expenses must be submitted by the May BOG meeting.

Name:				Phone		No:
Make Check Payable To: PURPOSE:				Date:		
Date	Expense Category	Description		Otu	Amount Each	Total
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I declare the above information is a legitimate expense of the Tinker Spouses' Club.					Cash Advances	
					Total	_\$
			SIGNATURE: NOTES:	:		
VICE Approval:			_			
For TSC Use Only	Check #: Date Paid:		Treasurer Signature:			
301 - Social / Pro 302 - Ways & Mea 305 - Scholarship 306 - Directory 307 - Special Acti	ans 402 - Historian / s Photographe 403 - Membership	er 407 - Website 501 - Community Li 601 - Insurance / B 602 - Calendar of E	onding	ntarian Unbudgeted Expense Board Appre	Office 705 - 1 706 - 1 ciation 707 - 2	Balfour Beatty Community Center President's Fund VIP Fund Air Force Village