Tinker Officers' Spouses' Club

Expense Report - 2011-2012

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.

SUBMITTED BY:

Name: _____ Phone No: _____

Make Check Payable To: _____ Date: _____

PURPOSE: _____

Date	*Expense Category*	*Description*	*Qty*	*Amount Each*	*Total*
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$

Subtotal $ _____

Cash Advances $ _____

Total $ _____

I declare the above information is a legitimate expense of the Tinker Officers' Spouses' Club

SIGNATURE: _____

VICE APPROVAL: _____

NOTES:

For TOSC Use Only	*Check #:* *Date Paid:*	*Treasurer Signature:*

301 - Social / Programs	401 - Hail / Farewell	406 - Corresponding Secretary	603 - Child Care	703 - Membership Appreciation
302 - Holiday Tea	402 - Historian / Photographer	407 - Website	605 - Office Supplies	704 - Club Appreciation
305 - Scholarships	403 - Membership	501 - Smoke Signal	606 - Parliamentarian	705 - President's Fund
306 - Bingo	404 - Publicity	601 - Audit / Bonding	608 - Unbudgeted Office Expense	706 - VIP Fund
307 - Special Activities Function	405 - Reservations	602 - Board Meetings	702 - Board Appreciation	707 - Air Force Village

The Tinker Officers' Spouses' Club (TOSC) is a non-profit, social/welfare private organization and not a part of the DoD or any of its components and it has no governmental status.