Mid-Cities SOS of Tarrant Cty
General Expense Reimbursment Form

Expense Account Desc.	Date	Transaction Type (Check, Credit Card)	Check Number	Name	Memo/Description	Amount
Advertising						
Media subscriptions						
Meeting Meals						
Office Supplies						
Printing						
Internet Site						
Legacy Seating Sponsorship						
Media subscriptions						
Memorials						
Name Badges						
Office						
Office Supplies						
PO Box Rental						
Postage						
Rental/Leases						
Shining Stars Luncheon						
Supplies						
Urgent Needs						
Other (Discuss with Treasurer & Chair)						
					TOTAL	

Reimbursement Request Member Signature:

Chair Approval Signature:

President Approval Signature:

Prior approval of expenses is required for reimbursement.

Original sales receipts are required for reimbursement.