

**Mid-Cities SOS of Tarrant Cty  
Tennis Expense Reimbursement Form**

Expense Account Desc.	Date	Transaction Type (Check, Credit Card)	Num	Name	Memo/Description	Amount
Tennis - Facility Rental (25th Anniv Party)						
Tennis - Table Arrangements						
<b>Total for Tennis - Table Arrangements</b>						
Tennis-Baskets						
Tennis-Player Gifts						
Tennis-Postage						
Tennis-Printing-Signage						
Tennis-Rentals - Southlake Tennis Center						
Tennis-Security						
Tennis-Trophies						
Tennis-Other (Discuss with Treasurer & Chair)						
<b>TOTAL</b>						

**Reimbursement Request Member Signature:**

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**Chair Approval Signature:**

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**President Approval Signature:**

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*Prior approval of expenses is required for reimbursement.*

*Original sales receipts are required for reimbursement.*