

Manhasset School Community Association

2016-2017

Date: _____

SCA Executive Committee Check Request/Reimbursement Form

(Note: All reimbursements MUST be made within 30 days of Expenditure)

Committee responsible for expense (Check one): Administrative Charitable Contributions Community Education
 District Enhancements Educational Grants Enrichment Family Theatre Health and Wellness Hospitality
 Historian Membership Nominating Planet Manhasset Project Share Saturday Series Senior Awards
 Summer Studies Other _____

Description of Expense(s) – *No reimbursement without attached receipts!*

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ _____

Check Payable to:

Approved by:

Name _____

Address _____

Committee Chair _____

Phone _____

Address _____

City, State, Zip Code _____

Lisa Grygiel, SCA Executive President (lisagrygiel@manhassetsca.org)
Individually if < \$2,000 & with Exec. Board approval \$2,000+
Signature or Email Approval(s)* attached - REQUIRED

Tax ID # *if Vendor* _____

Check # _____ Date _____

Kathleen Broderick, SCA Executive Treasurer

***Email Approval(s) attached.** All requests for approval must include a copy of the receipt(s). Scans or cell phone photos are acceptable for email approval only.

Please attach original receipts and mail to SCA Executive Treasurer after obtaining approvals

Audit rules require all reimbursements to have a written request describing purpose/use and store receipts.

The SCA is a "tax exempt" organization making items purchased for the use of the organization exempt from sales tax.

Obtain an Exempt Organization Certification Form from the Executive President or from the SCA Executive Treasurer.