

# Manhasset School Community Association

## 2016-2017

Date: \_\_\_\_\_

### Manhasset High School Check Request/Reimbursement Form

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

**Committee responsible for expense (Check one):**  Directory  District Enhancements  Frosh Social  Graduation  
 Homecoming  Hospitality  Junior Prom  Open House  Parent Council/Administrative  Photo Day  Senior Prom  
 Soph Social  Speaker's Bureau  Staff Appreciation Lunch  Student Assistance  Other \_\_\_\_\_

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

Amount(s)


TOTAL \$ \_\_\_\_\_

**Approved by:**

**Check Payable to:**

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Phone

Name

Address

Jeannette Reilly, SCA High School President ([bjbc40@aol.com](mailto:bjbc40@aol.com))

Address

Lisa Grygiel SCA Executive President ([lisagrygiel@manhassetzca.org](mailto:lisagrygiel@manhassetzca.org)) if > \$2,000

City, State, Zip Code

**Signature or Email Approval(s)\* attached - REQUIRED**

Tax ID # *if Vendor* \_\_\_\_\_

*Est. 1933*

\_\_\_\_\_  
Khea Glynn, SCA High School Finance Chair

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 School President or from the SCA Executive Treasurer.**