

Manhasset School Community Association

2016-2017

Date: _____

Manhasset Middle School Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): 6th Grade Orientation 8th Grade T-Shirts Directory District Enhancements
 End of Year BBQ Halloween Party Hospitality Lunch on the Lawn / Marie Rogers FNL Middle School Dances Opening Day
Picnic Parent Council/Administrative Photo Day Staff Appreciation Luncheon Student Assistance Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____
TOTAL \$ _____	

Check Payable to:

Approved by:

_____	_____
Name	Committee Chair Phone
_____	_____
Address	Whitney Godfrey, SCA Middle School President (godwhit1@aol.com) Individually, if request is < \$600
_____	_____
Address	Lisa Grygiel, SCA Executive President (lisagrygiel@manhassetzca.org) Jointly if request is \$600 - \$2,000 & with Exec. Board approval if request is \$2,000 +
_____	_____
City, State, Zip Code	Signature or Email Approval(s)* attached - REQUIRED <i>Est. 1933</i>
Tax ID # if Vendor _____	_____
Check # _____ Date _____	Margaret Fink, SCA Middle School Finance Chair

	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.