

# Manhasset School Community Association

2016-2017

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

## Munsey Park Check Request/Reimbursement Form

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

**Committee responsible for expense (Check one):**  6<sup>th</sup> Grade Promotion Party  Birthday Program  Book Fair  Directory  District Enhancements  Extended Extras  Field Day  Field Trips  Halloween Party  Hospitality  Ice Cream Social  Jump for a Cure  Lunch/Recess  Book Week  Open House  Parent Council/Administrative  Photo Day  School Spirit Wear  School Supplies  Splish Splash  Staff Appreciation Luncheon  Student Assistance  Support Staff Luncheon  Yearbook  Other \_\_\_\_\_

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

Amount(s)

_____	_____
_____	_____
_____	_____

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

**Approved by:**

**Check Payable to:**

Committee Chair

Phone

Name

Address

Noreen Labenne, SCA Munsey Park President (noreenlabenne@mac.com)  
Individually, if request is < \$600

Address

Lisa Grygiel, SCA Executive President ([lisagrygiel@manhassetzca.org](mailto: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**

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

Heidi Francetti, SCA Munsey Park 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.**