

Manhasset School Community Association 2016-2017

Date: _____

Manhasset SCA Ways and Means Check Request/Reimbursement Form (Note: All reimbursements MUST be made within 30 days of Expenditure)

Committee responsible for expense (Check one): Champions for Charity® SCA Fair SCA Luncheon
 Shopping Event(s) Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ _____

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Address

Lisa Grygiel, SCA Executive President (lisagrygiel@manhassetzca.org)

Individually if < \$2,000 & with Exec. Board approval \$2,000+

Signature or Email Approval(s)* attached - REQUIRED

City, State, Zip Code

Tax ID # if Vendor _____

Patricia Stratford, SCA Ways and Means Treasurer

Check # _____

Date _____

***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 Ways & Means 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.