

# Manhasset School Community Association

2016-2017

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

## Manhasset High School Senior Banquet/Senior Frolic Check Request/Reimbursement Form

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

**Senior Banquet Committee responsible for expense (Check one):**  Centerpieces  Favors  Journal  Photos/Video  
 Printing  Raffle  Silent Auction  Other \_\_\_\_\_

**Senior Frolic Committee responsible for expense (Check one):**  Construction  Decorations  DVD  Entertainment  
 Fireproofing  Food and Beverage  Invitations  Printing  Programs  Senior Gifts  Senior Photo Display  
 Ticket Sales  Other \_\_\_\_\_

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

Amount(s)

_____	_____
_____	_____
_____	_____

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

**Check Payable to:**

**Approved by:**

Name \_\_\_\_\_

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

Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

City, State, Zip Code \_\_\_\_\_

Santina Petruso, SCA Senior Banquet Treasurer

Liz Tsalikis, SCA Senior Frolic Treasurer

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 School President or from the SCA Executive Treasurer.**