

Manhasset School Community Association

2017-2018

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) – <i>No reimbursement without attached receipts!</i>	Amount(s)
_____	_____
_____	_____
_____	_____
TOTAL \$ _____	

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Address

Marybeth Accurso, SCA Co-Executive President (Maccurso1@verizon.net)

Nancy Schlaefer, SCA Co-Executive President (NancySchlaefer@manhassetzca.org)

REQUIRED - Chair & Co-President if < \$2,000, +\$2,000 Exec. Board approval

Signature or Email Approval(s) MUST BE ATTACHED

Tax ID # *if Vendor* _____

Check # _____

Date _____

Sharon Messina, SCA Ways and Means 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 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.