

Manhasset School Community Association 2017-2018

Date: _____

SCA Executive Committee Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): Administrative Charitable Contributions Community Education
 District Enhancements Educational Grants Enrichment Family Theatre Health and Wellness Hospitality
 Historian Membership Nominating Planet Manhasset Project Share Saturday Series Senior Awards
 Summer Studies Other _____

| Description of Expense(s) – <i>No reimbursement without attached receipts!</i> | Amount(s) |
|--------------------------------------------------------------------------------|-----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL \$ | _____ |

Check Payable to:

Approved by:

Name

Address

Address

Committee Chair

Phone

Tax ID # *if Vendor* _____

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

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

REQUIRED – Chair & Co-President if & 600 - \$2,000, if < \$2,000 Exec. Board Approval

REQUIRED - Signature or Email Approval(s) attached

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 Executive President or from the SCA Executive Treasurer.