Manhasset School Community Association

2017-2018

Date: _____

Manhasset High School Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): [ ] Directory [ ] District Enhancements [ ] Frosh Social [ ] Graduation [ ] Homecoming [ ] Hospitality [ ] Junior Prom [ ] Open House [ ] Parent Council/Administrative [ ] Photo Day [ ] Senior Prom [ ] Soph Social [ ] Speaker's Bureau [ ] Staff Appreciation Lunch [ ] Student Assistance [ ] Other _____

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

Amount(s)

_____ _____

_____ _____

_____ _____

TOTAL $ _____

Check Payable to:

_____

Name

_____

Address

_____

Address

_____

City, State, Zip Code

Tax ID # *if Vendor* _____

Check #_____ Date _____

Approved by:

_____ _____

Committee Chair Phone

_____

Beth Miller, SCA High School President

_____

Marybeth Accurso, SCA Co-Executive President (Maccurso1@verizon.net)
Nancy Schlaefer, SCA Co- Executive President (NancySchlaefer@manhassetsca.org)
REQUIRED – Chair & Co President if $600 -$2,000 if > $2,000 Exec. Board Approval
REQUIRED - Signature or Email Approval(s)* attached

_____

Khea Glynn, SCA High School Finance Chair

_____

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.