

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:

Approved by:

Beth Miller, SCA High School President

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

Nancy Schlaefer, SCA Co- Executive President (schlaefer1@mac.com)

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

REQUIRED - Signature or Email Approval(s)* attached

Tax ID # *if Vendor* _____

Khea Glynn, SCA High School Finance Chair

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.