

Manhasset School Community Association

2017-2018

Date: _____

Manhasset Middle School Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): 6th Grade Orientation 8th Grade T-Shirts Directory District Enhancements End of Year BBQ Halloween Party Hospitality Lunch on the Lawn / Marie Rogers FNL Middle School Dances Opening Day Picnic Parent Council/Administrative Photo Day Staff Appreciation Luncheon Student Assistance Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____
TOTAL \$ _____	

Check Payable to:

Approved by:

Committee Chair

Phone

Name

Address

Whitney Godfrey, SCA Middle School President (godwhit1@aol.com)

Individually, if request is < \$600

Address

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

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

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

REQUIRED - Signature or Email Approval(s)* attached

City, State, Zip Code

Tax ID # if Vendor

Margaret Fink, SCA Middle 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.