

Manhasset School Community Association

2017-2018

Date: _____

Munsey Park Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): 6th Grade Promotion Party Birthday Program Book Fair Directory District Enhancements Extended Extras Field Day Field Trips Halloween Party Hospitality Ice Cream Social Jump for a Cure Lunch/Recess Book Week Open House Parent Council/Administrative Photo Day School Spirit Wear School Supplies Splish Splash Staff Appreciation Luncheon Student Assistance Support Staff Luncheon Yearbook Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ _____

Approved by:

Check Payable to:

Committee Chair

Phone

Name

Address

Noreen LaBenne, SCA Munsey Park President (noreenlabenne@mac.com)
Individually, if request is < \$600

Address

Marybeth Accurso, SCA Co-Executive President (Maccurso1@verizon.net)
Nancy Schlaefer, SCA Co-Executive President (NancySchlaefer@manhassetzca.org)
REQUIRED – Chair & Co-President if request is \$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

Keri McGinness, SCA Munsey Park 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.