

Manhasset School Community Association

2017-2018

Date: _____

Shelter Rock Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): 5th Grade Activities 6th Grade Activities 6th Grade Promotion Party Birthday Program Book Fair Directory District Enhancements Extended Extras Field Day Field Trips Halloween Party Hospitality Lunch/Recess Book Week New Parent Ambassador 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)

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

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Victoria Grassano, SCA Shelter Rock President
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 \$2,000 + Exec. Board Approval
REQUIRED – Signature or Email Approval(s) attached

City, State, Zip Code

Tax ID # *if Vendor*

Lori Hadziyianis, SCA Shelter Rock 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.