

# Manhasset School Community Association

2017-2018

Date: \_\_\_\_\_

## Manhasset High School Senior Banquet/Senior Frolic Check Request/Reimbursement Form

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

- Senior Banquet Committee responsible for expense (Check one):  Centerpieces  Favors  Journal  Photos/Video  
 Printing  Raffle  Silent Auction  Other \_\_\_\_\_  
 Senior Frolic Committee responsible for expense (Check one):  Construction  Decorations  DVD  Entertainment  
 Fireproofing  Food and Beverage  Invitations  Printing  Programs  Senior Gifts  Senior Photo Display  
 Ticket Sales  Other \_\_\_\_\_

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

Amount(s)


TOTAL \$

Approved by:

Frolic Chair

Phone

Marybeth Accurso, SCA Co-Executive President (Maccurso1@verizon.net) Nancy Schlaefer,  
 SCA Co-Executive President (Nancyschlaefer@manhassetca.org) **REQUIRED - signature**  
 or Email Approval Attached

City, State, Zip Code

Tax ID # *if Vendor*

Check #

Date

Karmen Dadourian, SCA Senior Banquet Treasurer  
 Nancy Kiley, SCA Senior Frolic Treasurer

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.**