

# Manhasset School Community Association

2018 - 2019

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

## SCA Executive Committee Check Request/Reimbursement Form

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

**Committee responsible for expense (Check one):**  Administrative  Charitable Contributions  Community Education  
 District Enhancements  Educational Grants  Enrichment  Family Theatre  Health and Wellness  Hospitality  
 Historian  Membership  Nominating  Planet Manhasset  Project Share  Saturday Series  Senior Awards  
 Summer Studies  Other \_\_\_\_\_

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

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ \_\_\_\_\_

**Check Payable to:**

**Approved by:**

Name

Address

Address

City, State, Zip Code

Tax ID # (if Vendor) \_\_\_\_\_

Committee Chair

Phone

Marybeth Accurso, Nancy Schlaefer, SCA Co-Executive President

\_\_\_\_ Executive Board Approval Attached, Required If > \$2,000

Check # \_\_\_\_\_ Date \_\_\_\_\_

*For office use only*

Jill Pullano, 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 Executive President or from the SCA Executive Treasurer.**