

Manhasset School Community Association

2018 - 2019

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)

| | |
|----------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL \$ _____ | |

Check Payable to:

| | | |
|-----------------------|--|-------|
| _____ | _____ | _____ |
| Name | Committee Chair | Phone |
| _____ | Victoria Grassano, SCA Shelter Rock President | |
| Address | _____ | |
| _____ | Marybeth Accurso, Nancy Schlaefer, SCA Co-Executive President | |
| Address | Required if > \$600 | |
| _____ | Lori Hadziyianis, SCA Shelter Rock Finance Chair | |
| City, State, Zip Code | _____ | |
| Tax ID # (if Vendor) | _____ Executive Board Approval Attached, Required if > \$2,000 | |
| _____ | _____ | |
| Check # | Jill Pullano, SCA Executive Treasurer | |
| _____ | _____ | |
| Date | _____ | |
| For Office Use Only | _____ | |

***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.