

# Manhasset School Community Association

2019 - 2020

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

## Manhasset High School Check Request/Reimbursement Form

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

**Committee responsible for expense (Check one):**  College Essay Workshop  Directory  District Enhancements  
 Frosh Social  Graduation  Homecoming  Hospitality  Junior Prom  Open House  Parent Council/Administrative  
 Photo Day  Senior Prom  Soph Social  Speaker's Bureau  Staff Appreciation Lunch  Student Assistance  Other \_\_\_\_\_

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

Amount(s)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

**Check Payable to:**

**Approved by:**

\_\_\_\_\_

\_\_\_\_\_ Phone

Name

Janet Diaso, SCA High School President

Address

Cathy Conniff, Leslie Fleck, SCA Co-Executive President

Address

Required if > \$600

City, State, Zip Code

Peggy Gajdjis, SCA High School Finance Chair

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

Est. 1933  
\_\_\_\_\_ 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 School President or from the SCA Executive Treasurer.**