

Manhasset School Community Association

2019 - 2020

Date: _____

Manhasset Middle School Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): 6th Grade Orientation 8th Grade T-Shirts Directory District Enhancements End of Year BBQ Halloween Party Hospitality Lunch on the Lawn / Marie Rogers FNL Middle School Dances Opening Day Picnic Parent Council/Administrative Photo Day Staff Appreciation Luncheon Student Assistance Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ _____

Check Payable to:

Approved by:

Name

_____ Committee Chair

_____ Phone

Address

_____ Michele Longobardi, SCA Middle School President

Address

_____ Cathy Conniff, Leslie Fleck, SCA Co-Executive President
Required if > \$600

City, State, Zip Code

_____ Veera Purani, SCA Middle School Finance Chair

Tax ID # (if Vendor) _____

_____ 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.