

Manhasset School Community Association

2019 - 2020

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)

_____	_____
_____	_____
_____	_____

Check Payable to:

Total \$ _____

Name

Address

Address

City, State, Zip Code

Tax ID # (if Vendor) _____

Check # _____ Date _____

For office use only

Approved by:

Sr. Banquet/Frolic Chair

Phone

Cathy Conniff, Leslie Fleck, SCA Co- Executive President

Dee Maleno, Sr. Banquet Treasurer /Marybeth Accurso, Sr. Frolic Treasurer

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.