

# Manhasset School Community Association

2019 - 2020

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  6<sup>th</sup> Grade Activities  6<sup>th</sup> 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  Splash 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:**

Amount(s)

Committee Chair

Phone

Name

Address

Anna Oncel, SCA Shelter Rock President

Address

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

City, State, Zip Code

Talar Aprahamian, SCA Shelter Rock Finance Chair

Tax ID # (if New 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.**