

Manhasset School Community Association

2019 - 2020

Date: _____

Manhasset SCA Ways and Means Check Request/Reimbursement Form (Note: All reimbursements MUST be made within 30 days of Expenditure)

Committee responsible for expense (Check one): Champions for Charity® SCA Fair SCA Luncheon
 Shopping Event(s) Other _____

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

Amount(s)

TOTAL \$ _____

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Cathy Conniff, Leslie Fleck, SCA Co-Executive President

Address

Executive Board Approval Attached, Required if > \$2,000

City, State, Zip Code

Tax ID # (if Vendor)

Tara LaSalle, SCA Ways and Means Treasurer

Check # _____

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 Ways & Means 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 Executive President or from the SCA Executive Treasurer.