

Manhasset School Community Association

2020 - 2021

Date: _____

SCA Executive Committee Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): Administrative Charitable Contributions Community Education
 District Enhancements Educational Grants Enrichment Family Theatre Health and Wellness Hospitality
 Historian Membership Nominating Planet Manhasset Project Share Saturday Series Senior Awards
 Summer Studies Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ _____

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Address

City, State, Zip Code

Cathy Conniff, Leslie Fleck, SCA Co-Executive President

Tax ID # (if Vendor) _____

_____ Executive Board Approval Attached, Required If > \$2,000

Check # _____ Date _____

For office use only

Tania Kapoor, 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 Executive President or from the SCA Executive Treasurer.