

Manhasset School Community Association

2020 - 2021

Date: _____

Manhasset High School Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): [] College Essay Workshop [] Directory [] District Enhancements
[] Frosh Social [] Graduation [] Homecoming [] Hospitality [] Junior Prom [] Open House [] Parent Council/Administrative
[] Photo Day [] Senior Prom [] Soph Social [] Speaker's Bureau [] Staff Appreciation Lunch [] Student Assistance [] Other _____

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

Amount(s)

TOTAL \$ _____

Check Payable to:

Approved by:

Committee Chair

Phone

Name

Janet Diaso, SCA High School President

Address

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

Address

City, State, Zip Code

Peggy Gajdjis, SCA High School Finance Chair

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 School President or from the SCA Executive Treasurer.