

# Manhasset School Community Association

## 2020 - 2021

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)

\_\_\_\_\_  
Check #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara LaSalle, SCA Ways and Means Treasurer

*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.**