

# Manhasset School Community Association

2021 - 2022

Date: \_\_\_\_\_

## Manhasset Middle School Check Request/Reimbursement Form

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

**Committee responsible for expense (Check one):** [ ] 6<sup>th</sup> Grade Orientation [ ] 8th Grade T-Shirts [ ] Directory [ ] District Enhancements [ ] End of Year BBQ [ ] Halloween Party [ ] Hospitality [ ] Lunch on the Lawn / Marie Rogers FNL [ ] Middle School Dances [ ] Opening Day Picnic [ ] Parent Council/Administrative [ ] Photo Day [ ] Staff Appreciation Luncheon [ ] Student Assistance [ ] Other \_\_\_\_\_

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

Amount(s)

_____	_____
_____	_____
_____	_____

TOTAL \$ \_\_\_\_\_

**Check Payable to:**

**Approved by:**

Name

\_\_\_\_\_

Phone \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Kim Haggerty, SCA Executive President  
**Required if > \$600**

Address

\_\_\_\_\_

Veera Purani, SCA Middle School Finance Chair

City, State, Zip Code

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.**