

Manhasset School Community Association

2021 - 2022

Date: _____

Shelter Rock Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): 5th Grade Activities 6th Grade Activities 6th Grade Promotion Party Book Fair
 Directory District Enhancements Extended Extras Field Day Halloween Party Hospitality K-5 Graduation Activities Book
Week New Parent Ambassador Open House Parent Council/Administrative Photo Day School Spirit Wear School Supplies
Splish Splash Staff Appreciation Luncheon Student Assistance Support Staff Luncheon Yearbook
 Other _____

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

Amount(s)

_____	_____
_____	_____
_____	_____
	TOTAL \$ _____

Check Payable to:

Amount(s)

Committee Chair

Phone

Name

Address

Susan Siris, SCA Shelter Rock President

Address

Kim Haggerty, SCA Executive President

Required if > \$600

City, State, Zip Code

Dana Dignam, SCA Shelter Rock Finance Chair

Tax ID # (if New 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.