

# Manhasset School Community Association

2021 - 2022

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Kim Haggerty, SCA Executive President

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Tax ID # (if Vendor)

\_\_\_\_\_ Executive Board Approval Attached, Required if > \$2,000

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

\_\_\_\_\_  
Susan Powers, 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.**