

Manhasset School Community Association

2011-2012

Manhasset High School Check Request/Reimbursement Form

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

Date: _____

Committee responsible for expense (Check one): Directory Graduation Homecoming Hospitality
 Junior Prom Open House Photo Day Senior Prom Speaker's Bureau Staff Appreciation Lunch
 Other _____

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

Amount(s)

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Kathryn Clejan, High School Finance Chair

City, State, Zip Code

Email Approval(s) attached (REQUIRED)

Lisa Belinsky, High School SCA President

Christy Wepler, SCA Executive President (if > \$1,000)

(lisabelinsky@gmail.com and wazyabc@aol.com)

Check # _____ Date: _____

Peggy Gajdjis, SCA Executive Treasurer

Please attach 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 Treasurer