

# Manhasset School Community Association

2011-2012

## Manhasset High School Senior Banquet & Frolic Check Request/Reimbursement Form

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

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

**Banquet Committee responsible for expense (Check one):**  Centerpieces  Favors  Journal  
 Photos/Video  Printing  Raffle  Silent Auction

**Frolic Committee responsible for expense (Check one):**  Construction  Fireproofing  Decorations  
 Entertainment  Invitations  Programs  Senior Gifts  Photo and DVD Display  Food and Beverage  
 Ticket Sales  Other \_\_\_\_\_

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

**Amount(s)**

_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	\$ _____

**Check Payable to:**

**Approved by:**

**Name**

**Committee Chair**

**Phone**

**Address**

**Committee Treasurer**

**Phone**

**City, State, Zip Code**

**Email Approval(s) attached (REQUIRED)**

**Lisa Belinsky, MHS SCA President**

**Christy Weppler, 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**