

Manhasset School Community Association

2011-2012

Manhasset Middle School Check Request/Reimbursement Form

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

Committee responsible for expense (Check one): Directory 8th Grade T-Shirts End of Year BBQ
 Halloween Party Hospitality Open House Opening Day Picnic Photo Day 6th Grade Orientation
 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

Victoria Parisi, Middle School Finance Chair

City, State, Zip Code

Email Approval(s) attached (REQUIRED)

Laura Tranchina, Middle School SCA President

Christy Wepler, SCA Executive President (if > \$1,000)
(tranchinas@msn.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