

Manhasset School Community Association
2011-2012
SCA Ways and Means Check Request/Reimbursement Form
 (Note: All reimbursements MUST be made within 30 days of Expenditure)

Date: _____

Committee responsible for expense (Check one):

SCA Fall Luncheon Champions for Charity SCA Fair Other _____

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

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

Check Payable to:

Approved by:

Name

Committee Chair Phone

Address

Email Approval attached (REQUIRED)
Christy Wepler, SCA Executive President
(wazyabc@aol.com)

City, State, Zip Code

Victoria Hagobian, SCA Ways and Means Treasurer

Check # _____ Date: _____

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