

Manhasset School Community Association

2011-2012

SCA Executive Committee Check Request/Reimbursement Form

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

Date: _____

Account responsible for expense: _____

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

Peggy Gajdjis, SCA Executive 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