

Manhasset School Community Association

2011-2012

Shelter Rock Check Request/Reimbursement Form

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

Date: _____

Committee responsible for expense (Check one): Book Fair Directory Extended Extras
 Family Math Day 5th Grade Activities Guess Who's Coming to Read Halloween Party Hospitality
 Kids Holiday Bazaar Lunch/Recess National Library Week Open House Photo Day
 School Spirit Wear 6th Grade Activities Splish Splash Staff Holiday Lunch Staff Appreciation Lunch
 Yearbook Other _____

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

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

Check Payable to:

Approved by:

Name

Committee Chair

Phone

Address

Michelle Grullon, Shelter Rock School Finance Chair

City, State, Zip Code

Email Approval(s) attached (REQUIRED)
Nancy Schlaefer, Shelter Rock SCA President
Christy Weppler, SCA Executive President (if > \$1,000)
(schlaefer1@mac.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