

Manhasset School Community Association

2023 - 2024

Date: _____

SCA Executive Committee Reimbursement Form OR Vendor Payment Form

Committee responsible for expense (Check one): ☐ Administrative ☐ Charitable Contributions ☐ Community Education ☐ District Enhancements ☐ Educational Grants ☐ Enrichment ☐ Family Theatre ☐ Health and Wellness ☐ Hospitality ☐ Historian ☐ Membership ☐ Nominating ☐ Planet Manhasset ☐ Project Share ☐ Saturday Series ☐ Senior Awards ☐ Summer Studies ☐ Other

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

Amount(s)

TOTAL \$

Check Payable to:

Executive Board Approval Attached
Required If > \$2,000

Name

Approved by:

Address

Committee Chair Name

Committee Chair Signature

Claudine Fini OR Melissa Napolitano, SCA Executive Co-Presidents

Tax ID (Vendor)

Eva Sehic, SCA Executive Treasurer

Est. 1955

***Email Approval(s) attached.** All requests for approval must include a copy of the receipt(s). Scans or cell phone photos are acceptable for email approval only.

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 Executive President or from the SCA Executive Treasurer.

*****All reimbursements MUST have receipts dated within 30 days of submission up to an absolute MAX of 60 days*****