

Manhasset School Community Association

2023 - 2024

High School Senior Frolic Reimbursement Form OR Vendor Payment Form

Date: _____

Senior Frolic Committee responsible for expense (Check one):

☐ Construction ☐ Decorations ☐ DVD ☐ Entertainment ☐ Fireproofing ☐ Food and Beverage ☐ Invitations ☐ Printing ☐ Programs
☐ Senior Gifts ☐ Senior Photo Display ☐ Ticket Sales ☐ Other

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

Amount(s)

TOTAL \$

Check Payable to:

Name

Address

Approved by:

Leslie Fleck & Michelle Collins Frolic Co-Chairs

Claudine Fini OR Melissa Napolitano SCA Executive Co-Presidents

Frolic Finance Chair

Tax ID (Vendor)

Eva Sehic, SCA Executive Treasurer

***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*****