

Manhasset School Community Association

2023 - 2024

Date: _____

SCA HIGH SCHOOL Reimbursement Form OR Vendor Payment Form

Committee responsible for expense (Check one): ☐ College Essay Workshop ☐ Directory ☐ District Enhancements ☐ Frosh Social ☐ Graduation ☐ Homecoming ☐ Hospitality ☐ Junior Prom ☐ Open House ☐ Parent Council/Administrative ☐ Photo Day ☐ Senior Prom ☐ Soph Social ☐ Speaker's Bureau ☐ Staff Appreciation Lunch ☐ Student Assistance ☐ Other

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

Amount(s) Executive Board Approval Attached
Required If > \$2,000

TOTAL \$

Check Payable to:

Name

Approved by:

Committee Chair Name

Committee Chair Signature

Address

Maria Herrington, High School President

Claudine Fini OR Melissa Napolitano SCA Executive Co-Presidents

Etsuko Murase, High School 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*****