

# Manhasset School Community Association

2023 - 2024

Date: \_\_\_\_\_

## SCA Middle School Reimbursement Form OR Vendor Payment Form

**Committee responsible for expense (Check one):** ☐ 6<sup>th</sup> Grade Orientation ☐ 8th Grade T-Shirts ☐ Directory ☐ District Enhancements ☐  
End of Year BBQ ☐ Halloween Party ☐ Hospitality ☐ Lunch on the Lawn / Marie Rogers FNL ☐ Middle School Dances ☐ Opening Day  
Picnic ☐ Parent Council/Administrative ☐ Photo Day ☐ Staff Appreciation Luncheon ☐ 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

**Dianne Tolentino**, Middle School President

**Claudine Fini OR Melissa Napolitano** SCA Executive Co-Presidents

**Veera Purani**, Middle 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\*\*\***