

Manhasset School Community Association

2023 - 2024

High School Senior Banquet Reimbursement Form OR Vendor Payment Form

Date: _____

Senior Banquet Committee responsible for expense (Check one):

☐ Centerpieces ☐ Favors ☐ Journal ☐ Photos/Video ☐ Printing ☐ Raffle ☐ Silent Auction ☐ Other

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

Amount(s)

Check Payable to:

Approved by:

Name

Pam Giacobbe & Cathy Conif Senior Banquet Co-Chairs

Address

Claudine Fini OR Melissa Napolitano SCA Executive Co-Presidents

_____, Senior Banquet 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*****