

Manhasset School Community Association

2023 - 2024

Date: _____

Manhasset SCA Ways and Means Check Request/Reimbursement Form

Committee responsible for expense (Check one): [☐] Champions for Charity® [☐] SCA Fair [☐] SCA Luncheon [☐] Shopping Event(s) [☐] 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

Address

City, State, Zip Code

Tax ID # (if Vendor) _____

Claudine Fini or Melissa Napolitano, SCA Executive Presidents

Check # _____ Date _____

For Office Use Only

Carolyn Conkling, SCA Ways and Means 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.

Please attach original receipts and mail to SCA Ways & Means Treasurer *after* obtaining approvals

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.