

**St. Mary School  
Blue & White Auction  
Check / Reimbursement Request**

Note: The Auction Chairperson must approve all Check & Reimbursement Requests prior to a check being drawn. Once approved, the Finance Chair will obtain a second signature from St. Mary School Administration.

Today's Date: \_\_\_\_\_

Payee's Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Receipts must accompany ALL reimbursement requests. Please submit receipts within 30 days of the event; past that time period your purchase may be considered a donation.

Expense Allocated to: \$ \_\_\_\_\_

Choose from one Category below: \$ Amt. Auction Category (see list)/Description

Live Auction \$ \_\_\_\_\_

Silent Auction \$ Amt. Auction Category (see list)/Description

Procurement \$ \_\_\_\_\_

Reception \$ Amt. Auction Category (see list)/Description

Reservations \$ \_\_\_\_\_

Decorations \$ Amt. Auction Category (see list)/Description

Catalog \$ \_\_\_\_\_

Classroom Project \$ Amt. Auction Category (see list)/Description

Classroom Basket \$ \_\_\_\_\_

Finance **Is this an inventory item? YES NO**

Prize Distribution If yes, to whom will the item(s) be returned at the end of the Auction?

Publicity \_\_\_\_\_

Treasure Chest \_\_\_\_\_

Volunteers \_\_\_\_\_

Sponsorship \_\_\_\_\_

Mail Check to: \_\_\_\_\_

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Approved by: \_\_\_\_\_  
Auction Chair and/or Development Signature Date

Processed: \_\_\_\_\_  
Finance Chair Signature Date

\_\_\_\_\_  
Amount Check #

St. Mary School Blue & White Auction

**PURCHASE ORDER**

**All purchases over \$150.00** must be PRE-authorized via a Purchase Order. Please see reverse side of this P.O. for complete instructions.

**All purchases by an Event Chairperson exceeding \$500.00, must have prior approval by the St. Mary School Office.**

Description of Item(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not to Exceed: \$ \_\_\_\_\_ Committee Name: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Item(s) to be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is item reusable? Y / N      If YES, who will item be returned to: \_\_\_\_\_

**Authorization:**

*\$150 - \$500:*

**2<sup>nd</sup> Signature:**

*Over \$500:*

\_\_\_\_\_  
Auction Chairperson  
Print Name:

\_\_\_\_\_  
St. Mary School Office  
Print Name: