

# Sacred Heart School Auction Expense Report 2017

All expenses need to be pre-approved by Sue, Julie and Tegan. To request a reimbursement, please complete this form and attach the original receipt(s). Please turn in your expenses as you incur them, as opposed to waiting until after the auction. Please turn the forms in via the Auction "In box" at the front desk.

Questions? Email srichards@sacredheart.org or 425.451.1773, Ext 1604.

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

Address: \_\_\_\_\_

**Event:** Auction

**Categories:** Auctioneer, Catalog, Class Projects, Centerpieces, Design, Entertainment, Hospitality, Live, Logistics, Marketing, Meeting Expenses, Mystery Wine, Online, Parties, Procurement, Raffles, Registration, Signage, Silent, Special Projects, Teacher Experiences, Wine Update.

| Category | Item Purchased | Amount |
|----------|----------------|--------|
|          |                |        |
|          |                |        |
|          |                |        |
|          |                |        |
|          |                |        |
|          |                |        |
|          |                |        |
|          |                |        |
|          | <b>Total</b>   |        |

Approved By: \_\_\_\_\_ - SHS  
 \_\_\_\_\_ - Parents Club

Sent to office for payment: \_\_\_\_\_