



2011 St. Clare Benefit Auction Expenses REIMBURSEMENT REQUEST

Fill out this form as completely as possible to ensure your request is processed in a timely manner!

For your security, submit form & receipts in an envelope to the "Auction" in-box in the School Office or mail directly to the address below; do not hand-deliver to an Auction Team Member! Reimbursement requests will be processed and filled once a week. If you have more expenses than the form allows, go ahead and use the back of this form.

**Auction
Departments:**

Art Projects

Cashiering/Banking

Catalog

Computer

Data Entry

Decorations

Facilities

Graphic Design

Guest Services

Mailing

Marketing

Memory Projects

Oral Auction

Printing

Procurement

Raffle

Silent Auction

Thank You's

Volunteers

Payable To: _____ Today's Date: _____

Address: _____ Total Amount Due: \$ _____

Phone: _____ Preferred Delivery Method:

Email: _____ ☐ Backpack ☐ Mail

☐ Other: _____

Expenses (fill in each receipt separately):

Department: _____ Amount: \$ _____

Used for: _____

Department: _____ Amount: \$ _____

Used for: _____

Department: _____ Amount: \$ _____

Used for: _____

Department: _____ Amount: \$ _____

Used for: _____

Department: _____ Amount: \$ _____

Used for: _____

Total: \$ _____

OFFICE USE ONLY

Date received: _____

Expense Processed: _____

Expense Authorized by: _____

Check Delivered: _____

ST. CLARE SCHOOL AUCTION • 1807 SW FREEMAN STREET • PORTLAND, OR 97219-4116

Phone: 503.245.5062 | auction@stclarepdx.org | Please keep a copy of this form for your records