

Holy Family Parish School

2027 AUCTION
Request for Payment

Please attach all receipts to this form.

REQUEST FOR CHECK PAYABLE TO: _____

Vendor Address: _____

_____

OR _____

Send via School Mail (Student Name and Grade): _____

Auction Budget Categories

Accounting	Class Projects	Item Display	Runners / Spotters
Administrative	Decorations	Item Retrieval	Security
Auctioneer / MC	Dinner / Hotel	Procurement	Sound / Lighting
Assembly	Documentation	Procurement - Designated	Thank Yous
Benefactors	Head Table	Rentals	Table Photos
Catalog	Hospitality	Reservations	Video

Date	Description / Use	Auction Budget Category	Amount

Total Amount Requested: $ _____

Requestor Signature _____ Date _____

Auction Coordinator _____ Date _____

Signature _____ Date _____

Send this completed form with attached receipts to the school office Attn: Auction.