

ST. MATTHEW CATHOLIC PARISH
Parent Association

Check Request – 2008 Casbah Gala Auction Only

PAYEE: _____ **Date:** _____

ADDRESS: _____ **E-mail:** _____

COMMITTEE: Development Creative Finance Logistics Other _____

PURPOSE: _____
Describe above & check and enter amount below

Club Expenses (PGCC)	\$ _____	Specify item (s) _____
Donation Letters / Forms etc.	\$ _____	Specify item (s) _____
Event Publications	\$ _____	Specify item (s) _____
Printing/Copying	\$ _____	Specify item (s) _____
Postage	\$ _____	Specify item (s) _____
Invitation	\$ _____	Specify item (s) _____
Decorations	\$ _____	Specify item (s) _____
Entertainment	\$ _____	Specify item (s) _____
Audio/Lighting System	\$ _____	Specify item (s) _____
Auction Packaging	\$ _____	Specify item (s) _____
Auction Supplies	\$ _____	Specify item (s) _____
Event Supplies	\$ _____	Specify item (s) _____
Extra Food & Drink	\$ _____	Specify item (s) _____
Event Management System	\$ _____	Specify item (s) _____
Other _____	\$ _____	Specify item (s) _____

Total Check Request Amount \$ _____

Send Check to: () Payee or () Requestor

Name & Signature of Payee/Requestor

Auction Treasurer Approval

Principal or Vice Principal Approval