

Do you have a really great Item(s) to turn in and don't know what to do next?

Then take a peek at the...

## Auction Procurement Form "How To" Guide

1. List the Donor's Name, as it is to appear in the catalog.
2. List the Donor's Contact Name.
3. Don't forget the Donor's Address (we want to send a Thank You).
4. Include Donor's Phone Number (in case we have questions).
5. Include the Donor's Website if you have it (so we can advertise them to our school community).
6. Write an Item Description (we can write a detailed Description for the catalog) as we need to know what it is you are donating.
7. Estimate a value of your donation.
8. Select how and when the Item will be Delivered and any information pertaining to a Gift Certificate.
9. Fill in YOUR information (this is how you will receive credit for your donation during Procurement Contests).
10. Give the Pink (bottom) Copy to the Donor and turn the Yellow and White Copy in to the Auction Committee.

1. →
2. →
3. →
4. →
5. →
6. →
7. →
8. →
9. →
10. →



**Sammamish Christian School  
and Noah's Ark Preschool**  
4224 228th Avenue SE, Issaquah, Washington 98029  
Phone 425 392 7470 ~ Fax 425 392 3395

**Auction Procurement Form**

Tax ID No. 91-2157920 Tracking No. \_\_\_\_\_  
Catalog No. \_\_\_\_\_

**DONOR'S NAME** \_\_\_\_\_  
(As it will appear in the Auction Catalog - PLEASE PRINT NAME)

**CONTACT NAME** \_\_\_\_\_  
(Person whom we may contact for additional information - PLEASE PRINT NAME)

**DONOR'S ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**DONOR'S PHONE** \_\_\_\_\_

**DONOR'S EMAIL/WEBSITE** \_\_\_\_\_

**ITEM DONATED** \_\_\_\_\_

**ITEM DESCRIPTION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Detailed donation description - include quantity, size, color, restrictions, number of people, limitations, etc., Auction Committee will use this description to create Auction Catalog copy unless otherwise instructed.

**EXPIRATION DATE** \_\_\_\_\_  
Valid from: \_\_\_\_\_ Valid to: \_\_\_\_\_

**ESTIMATED FAIR MARKET VALUE \$** \_\_\_\_\_  
This value is tax-deductible to the extent allowable by law. Sammamish Christian School and Noah's Ark Preschool provide no goods or services in consideration of this gift. SCSNA is a 501 (c) 3 Non-Profit Organization. Tax Identification No. 91-2157920

**SPECIAL INSTRUCTIONS**

<input type="checkbox"/> Donor to provide Certificate	<input type="checkbox"/> Delivery by Donor On (date) _____
<input type="checkbox"/> Certificate is attached	<input type="checkbox"/> Auction Committee please pick up On (date) _____
<input type="checkbox"/> Auction Committee to provide Certificate	<input type="checkbox"/> Please send an invitation to Donor
<input type="checkbox"/> I do NOT wish this item to be packaged with other items.	<input type="checkbox"/> Please send me information on advertising in the Auction Catalog

**AS MY DONATION, I am enclosing a monetary gift of \$** \_\_\_\_\_

**PROCURED BY** \_\_\_\_\_  
(Person responsible for receiving donation - PLEASE PRINT NAME)

**PROCURERS PHONE** \_\_\_\_\_

**SCSNA STUDENT'S CLASS** \_\_\_\_\_  
(Include Teacher Name and section - if applicable)

**Thank you for your support!**

WHITE - OFFICE                      YELLOW - INVENTORY                      PINK - DONOR