

Procurement Form

Thank you for supporting the students of Stevens Elementary!

item # _____
destination _____

internal use only

Donated Item Information

item name _____

detailed description _____

restrictions/limitations/expiration date _____

fair market value \$ _____

Tangible Item *will be present for display at event*

- item accompanies this form
- item will be delivered by donor on date: _____
- item to be picked up by Stevens Auction on date: _____

Intangible Item *gift certificate or item that cannot be displayed*

- gift certificate accompanies this form
- donor to provide gift certificate on date: _____
- Stevens Auction to create gift certificate based on description

Donor Information

name _____

address _____

contact person _____

this is a: home address business address

phone(s) _____

e-mail _____

Donor Classification

- Stevens Family Stevens Alumni Business
- Stevens Friend Stevens Relative Anonymous

Please list any additional donors we should thank in the auction catalog:

Stevens Auction Representative

name _____

address _____

phone _____

e-mail _____

Donor signature _____ date _____