

# Stevens Elementary PTA Auction 2011

## Procurement Form

To ensure inclusion in the Auction Catalog,  
please submit this form by February 21, 2011

Thank you for supporting the students of Stevens Elementary!

item # \_\_\_\_\_  
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 \_\_\_\_\_

phone(s) \_\_\_\_\_

e-mail \_\_\_\_\_

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

### Stevens Auction Representative

name \_\_\_\_\_

phone \_\_\_\_\_

e-mail \_\_\_\_\_

Donor signature \_\_\_\_\_ date \_\_\_\_\_

Stevens Elementary Auction Committee 1242 18th Avenue East Seattle, WA 98112 206-252-3400 [stevensauction@gmail.com](mailto:stevensauction@gmail.com)

Thank you so much! Your donation benefits the Stevens Elementary PTA, a 501(c)(3) non-profit organization, EIN #91-1154938.