



Seabury School Star Auction Procurement Form

THANK YOU FOR YOUR CONTRIBUTION TO
SEABURY SCHOOL!

CATALOG#
TRACKING #

Donor Information — To be completed by Donor

Donor(s) or Company Name(s): *(As it should appear in the catalog)*

Donor Contact Person(s): *(If different from Donor)*

Donation Date:

Donor's Address:

Note: Please add the address, phone and e-mail for any additional donors on an attached sheet.

Donor Contact Phone:

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Donor Fax:

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Donor E-Mail:

Donated Item Information — To be completed by donor

Gift Item Name:

Item Description: *Please describe in detail for catalog purposes.*

Please include any pictures or other marketing materials that we can use to advertise your product or services at the auction.

Restrictions:

Item Value: *(Fair market value)*

\$

Minimum Bid: *(Optional)*

\$

Expiration Date:

Donor will deliver item(s) by date:

____/____/____

Auction Rep will pick up item(s) by date:

____/____/____

Donor will provide Gift Certificate(s) by date:

____/____/____

Auction Committee will provide Gift Certificate(s) by date:

____/____/____

Donor will provide Promotional Material by date:

____/____/____

Donor's Signature:

Please send me an invitation to the Auction.
(At the above address.)

For Auction Use Only

For Auction Use Only

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Auction Representative: *(Parent)*

Auction Representative Phone:

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Auction Representative E-Mail:

Auction Representative Fax:

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(253) 952-3111, FAX (253) 952-1758

www.Seabury.org

Federal Tax ID# 94-3098250

Your donation may be tax deductible. Check with your tax advisor.

THANK YOU!



COPY DISTRIBUTION:

WHITE COPY: DATA ENTRY

CANARY COPY: OFFICE

PINK COPY: ITEM

GOLDENROD COPY: DONOR