



# AUCTION PROCUREMENT FORM

## 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):                                     |  |
| DONOR PHONE:  | DONOR E-MAIL: | DONATION DATE:   |  |
| DONOR'S ADDRESS:  |               | <input type="checkbox"/> PLEASE SEND ME AN INVITATION TO THE AUCTION (TO THIS ADDRESS) |  |
|   |               | <input type="checkbox"/> ADDITIONAL DONOR CONTACT INFO ON ATTACHED SHEET               |  |

## DONATED ITEM INFORMATION, TO BE COMPLETED BY DONOR

GIFT ITEM NAME:

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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:

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|  |   |                  |
|--|---|------------------|
| 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:  |                  |

## FOR AUCTION USE ONLY

|   |   |          |           |
|---|---|----------|-----------|
| AUCTION REPRESENTATIVE (PARENT):  |   |          |           |
| AUCTION REPRESENTATIVE PHONE:   | AUCTION REPRESENTATIVE E-MAIL:  |          |           |
| FEDERAL TAX ID#: 94-3098250<br>YOUR DONATION MAY BE TAX DEDUCTIBLE; CHECK WITH YOUR TAX ADVISOR | <table border="1"> <tr> <td>CATALOG#</td> <td>TRACKING#</td> </tr> </table> | CATALOG# | TRACKING# |
| CATALOG#  | TRACKING#   |          |           |

**THANK YOU FOR YOUR CONTRIBUTION TO SEABURY SCHOOL**  
WHITE COPY: DATA ENTRY | CANARY COPY: OFFICE | PINK COPY: ITEM