

2017 Dare to Dream Auction Procurement Form

DONOR INFORMATION

1. **Name as it should appear in the catalog:** (please print or leave blank if you wish your donation to be anonymous)

2. **Address:**

3. **Phone Number:**

4. **Email:**

5. **Signature:**

Would you like us to send you an auction invitation? Yes No

DONATION INFORMATION

6. **Item Name as it will appear in catalog:** _____

Estimated / Fair Market Value: \$ _____

Item Description: (Please fully describe item, ie: quantity, size, color, dates available, number of persons, weeks, etc):

Restrictions? If yes, please provide limitations /conditions/exclusions: _____

Expiration Date: _____ Certificate does not expire (Unless otherwise stated, certificate will expire in 1 year or March 11, 2018)

DONATION DETAILS

Please complete either 7a or 7b.

- 7a.** Tangible item (to be displayed)
 Item enclosed
 Delivery by donor
 Pick up (Auction rep to coordinate)

- 7b.** Non-Tangible item
 Gift Certificate attached
 Newcastle PTSA to provide Gift Certificate

8. DISPLAY (Check one):

- Donor will provide:
 Display
 Promotional materials
 Please return materials to me
 Newcastle PTSA to provide display

9. **Cash Donation** (Please indicate contribution amount \$ _____). *Please make checks payable to Newcastle PTSA.*

- Cash Donation is eligible for Corporate Matching

10. **Newcastle Elementary PTSA Procurement Contact:** Name: _____ Cell/Email: _____

11. Corporate Sponsorship

Please check the box if you are interested in learning more about our auction sponsorship and advertising opportunities. Sponsorships help us offset the costs associated with the auction with 100% of proceeds going toward improving the education of our students. Sponsorship also provides a tax-deductible, cost-effective means of advertising your business.

PLEASE SEND COMPLETED FORM VIA:

MAIL Newcastle PTSA – Auction
6947 Coal Creek Parkway SE #299
Newcastle, WA 98059

FAX 425.837.5850

EMAIL Helen Gray-Schnase (helen.graymd@gmail.com)
Lisa Lewis (lisalewis@remax.net)

Please retain a copy for your records.