



Road to the Emerald City

An event sponsored by the Newcastle Elementary PTSA - March 30, 2019
Newcastle Elementary PTSA Auction Procurement Form

1. Donor Name as it should appear in the catalog: (please print or leave blank if wish donation to be anonymous)		
2. Donor Address:		
3. Donor Phone Number:	4. Donor Email:	
5. Donor Signature:	Would you like us to send you an auction invitation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 (Limitations/Conditions/Exclusions): _____ _____ Expiration Date: <input type="checkbox"/> Certificate does not expire (Unless otherwise stated, certificate will expire in 1 yr or March 30, 2020 trish)		
Please complete either 7a or 7b		8. DISPLAY (Check one):
7a. <input type="checkbox"/> Tangible item (to be displayed) <input type="checkbox"/> Item enclosed <input type="checkbox"/> Delivery by donor <input type="checkbox"/> Pick up (Auction rep to coordinate)	7b. <input type="checkbox"/> Non-Tangible item <input type="checkbox"/> Gift Certificate attached <input type="checkbox"/> Newcastle PTSA to provide Gift Certificate	<input type="checkbox"/> Donor will provide: <input type="checkbox"/> Display <input type="checkbox"/> Promotional materials <input type="checkbox"/> Please return materials to me <input type="checkbox"/> Newcastle PTSA to provide display
9. <input type="checkbox"/> Cash Donation (Please indicate contribution amount \$ _____). Please make checks payable to Newcastle PTSA. <input type="checkbox"/> Cash Donation is eligible for Corporate Matching		
10. Newcastle Elementary PTSA Procurement Contact: Name: _____ Cell/Email: _____		
11. CORPORATE SPONSORSHIP <input type="checkbox"/> 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;
or EMAIL: Allison Sweeney & Trisha Marshall newcastleauction2019@gmail.com; or FAX: 425-837-5850

Thank you for supporting our school! Donations are tax-deductible under IRS Section 501(c)3

Donor – please make a copy of this for your records