

# Newcastle Auction Procurement Form

1. Donor Name as it should appear in the catalog: (please print)		
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 the 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 1 year from the date of the auction		
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 will call to arrange pick up)	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. <input type="checkbox"/> Keep Donor Anonymous  All donors will be acknowledged in the catalog and website unless "Keep Donor Anonymous" is selected	11. Newcastle Elementary PTSA Procurement Contact:  Name: _____  Phone: _____ Email: _____	
12. 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: Luisa Gass (l\_vacca@hotmail.com) or Elysa Piha (empiha@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 retain bottom copy for your records**