

Newcastle Elementary PTSA Auction Procurement Form



Donor Name: (as it should appear in the catalog - please print or leave blank if you prefer donation to be anonymous)	
Donor Address:	
Donor Phone Number:	Donor Email:
Donor Signature:	Would you like us to send you an invitation to the auction? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/>
Item Name: (as it should appear in the catalog)	
Estimated / Fair Market Value: \$ _____	
Item Description: (please include details such as: quantity, size, color, dates available, number of persons, weeks, etc.)	
Restrictions: (limitations/conditions/exclusions)	
Expiration Date: _____ <input type="checkbox"/> No Expiration (unless otherwise stated, certificate will expire in 1 year or March 10, 2024)	

Please Complete Either A or B		Display: (check all that apply)
A. <input type="checkbox"/> Tangible Item (to be displayed) <input type="checkbox"/> Item enclosed <input type="checkbox"/> Delivery by donor <input type="checkbox"/> Pick up (PTSA to coordinate)	B. <input type="checkbox"/> Non-Tangible Item <input type="checkbox"/> Gift Certificate attached <input type="checkbox"/> PTSA to provide Gift Certificate	Donor will provide: <input type="checkbox"/> Display <input type="checkbox"/> Promotional Materials <input type="checkbox"/> Please return materials to me <input type="checkbox"/> PTSA to provide display
<input type="checkbox"/> Cash Donation (please indicate contribution amount \$ _____). <i>Please make checks payable to Newcastle PTSA.</i>		
<input type="checkbox"/> Cash Donation is eligible for Corporate Matching		
<input type="checkbox"/> Corporate Sponsorship: Please check this 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 and 100% of proceeds go towards enhancing the education of our students. Sponsorships also provide a tax-deductible, cost-effective means of advertising your business.		

Please send your completed forms via: MAIL: Newcastle PTSA Auction Committee, 6947 Coal Creek Parkway SE #299, Newcastle, WA 98059 or EMAIL: Ellie Diaz and Jennifer McAleer 2023newcastleauction@gmail.com or FAX: 425-837-5850

Please return completed forms no later than November 1, 2022 for our Online Holiday Auction and February 15, 2023 for our March 2023 Silent Auction Event.

Thank you for supporting our school! Donations are tax-deductible under IRS Section 501(c)3.
We encourage you to make a copy of this form for your records.