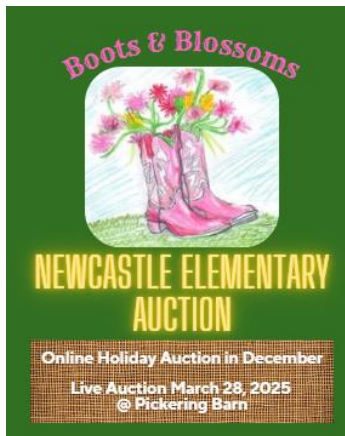


Newcastle Elementary PTSA Auction Procurement Form



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 No

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: _____ **No Expiration** (unless otherwise stated, certificate will expire in 1 year or March 28, 2026)

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 \$ _____). Please make checks payable to Newcastle PTSA <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 form via ONE of the following ways:

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

EMAIL: Jessica Burnham NewcastleAuction2025@gmail.com

FAX: 425-837-5850

**Please return the completed form no later than November 1, 2024 for our Online Holiday Auction and
by March 5, 2025 for our Silent & Live Auction Event on March 28th.**

Thank you for supporting our school!

Donations are tax-deductible under IRS Section 501(c)3.

Donations may be tax-deductible under IRS Section 501(c)3. Federal ID number 77-0625672.

All donations will be acknowledged with a receipt that can be used for tax purposes.

We encourage you to make a copy of all forms for your records.