



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 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.