Newcastle Elementary PTSA
Parent Teacher Student Association

Newcastle Elementary PTSA – Auction
6947 Coal Creek Parkway SE #299
Newcastle, WA 98059

Tax ID # 77-0625672
www.newcastleptsa.org

2027 All in for the Lions Auction Procurement Form

DONOR INFORMATION

1. **Name as it should appear in the catalog:** (please print or leave blank if you wish your donation to be anonymous)

2. **Address:**

3. **Phone Number:**

4. **Email:**

5. **Signature:**

Would you like us to send you an auction invitation? Yes ☐ No ☐

DONATION INFORMATION

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? If yes, please provide limitations /conditions/exclusions: _____

_____

Expiration Date: _____ ☐ Certificate does not expire (Unless otherwise stated, certificate will expire in 1 year or March 5, 2028)

DONATION DETAILS

Please complete either 7a or 7b.

7a. ☐ Tangible item (to be displayed)
- ☐ Item enclosed
- ☐ Delivery by donor
- ☐ Pick up (Auction rep to coordinate)

7b. ☐ Non-Tangible item
- ☐ Gift Certificate attached
- ☐ Newcastle PTSA to provide Gift Certificate

8. DISPLAY (Check one):
- ☐ Donor will provide:
  - ☐ Display
  - ☐ Promotional materials
  - ☐ Please return materials to me
- ☐ Newcastle PTSA to provide display

9. Cash Donation (Please indicate contribution amount $ _____). *Please make checks payable to Newcastle PTSA.*
- ☐ Cash Donation is eligible for Corporate Matching

10. Newcastle Elementary PTSA Procurement Contact: Name: _____ Cell/Email: _____

11. Corporate Sponsorship

☐ 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

EMAIL: newcastleauction2027@gmail.com
attn: Katie Green, Maryam Taylor

Please retain a copy for your records.

Thank you in advance for your contribution! Newcastle Elementary PTSA is a non-profit organization which supports the children of Newcastle Elementary in the Issaquah School District. Through-out the school year, we sponsor family events and student programs for our school families. Newcastle Elementary PTSA is a charitable, tax-exempt non-profit organization under Section 501 (c)(3) of the Internal Revenue Code. The value of your donation may be tax – deductible. Tax ID # 77-0625672.