

Instructions for Procurer/Donor
Please complete this form &
keep **Pink** copy for your records



TIN # 91-0849848

Auction Procurement Form

Heritage Christian Academy
19527—104th Avenue NE
Bothell, WA 98011-2930
425-485-2585

For Office Use Only

Item #	entered by:
Location:	
Package #	

Sections 1-3 must be completed

1	DONOR/BUSINESS NAME (for listing in catalog)	CHECK ALL THAT APPLY <input type="checkbox"/> Parent / Student <input type="checkbox"/> Grandparent <input type="checkbox"/> Staff/Teacher/HCA Board <input type="checkbox"/> Friend <input type="checkbox"/> Business
	CONTACT PERSON (if different than above)	
	ADDRESS	
	CITY/STATE/ZIP	

- ☐ I/We would like to purchase ad space in the auction catalog: Half page = \$125, Full page = \$250
☐ I/We would like to receive an auction invitation for the April 3, 2020 Dinner & Auction
☐ My company or I wish to donate money via credit card. Please call me to obtain my card information.
☐ Corporate Matching (Does not appear in catalog, unless received by print time)
☐ My company or I enclose a check donation in the amount of \$ _____ (this is tax deductible to the fullest extent of the law)
☐ My company or I wish to donate the following item:

2	DONATED ITEM TITLE (Please use a separate form for each item)	VALUE OF DONATION
		\$
	DETAILED DESCRIPTION (Include size, color, brand, model number, any restrictions, days available, expiration date, location, etc. Additional sheet may be attached.)	
THIS ITEM IS: <input type="checkbox"/> Tangible Item (artwork, gift basket, memorabilia) <input type="checkbox"/> Tangible item accompanies this form <input type="checkbox"/> Item will be delivered on _____		<input type="checkbox"/> Intangible Item (gift certificate, service, trip) see #4 <input type="checkbox"/> Business certificate attached <input type="checkbox"/> Form completed at bottom (signature required)

3	SIGNATURE OF DONOR (Keep pink copy or make copy)	DATE	Print PROCURER'S NAME	PHONE	GRADE(S)

4	<div style="text-align: center;"> </div> The following must be filled out if item is intangible (unless a certificate is attached) <div style="text-align: center;"> </div>
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AUCTION GIFT CERTIFICATE

The following was donated to Heritage Christian Academy's Auction:

Item: _____ Value \$ _____

Any Restrictions: Available _____ Anytime or Only on _____ Other _____

To Obtain, Contact: _____ Phone : _____

OR: _____ Bring to Company or _____ Other _____

Certificate Expires: _____ One Year From Auction or _____ Other _____

Business: _____ Phone : _____

Address: _____ City : _____

Authorized by (Name): _____ Title: _____ Date: _____