



Auction Procurement Form

Deadline: February 16, 2018

questions?

Contact: Suni Hatcher
Auction Chair
206-227-0567

mailing address

Arbor Heights Elementary PTA
attn: Auction Procurement
3701 SW 104th Street
Seattle, WA 98146

email

arborheightsauction@gmail.com

fax

1-866-223-9100

online procurement form

bit.ly/DonateArborHeightsAuction

item name _____

detailed description _____

restrictions or special considerations _____

donor's name for catalog _____

contact name _____

mailing address _____

email _____

phone: daytime _____ evening _____

donor's signature _____

procurer's name/phone _____

estimated value

\$ _____

gift certificates

- donor to provide
 auction to provide

physical items

- delivery by donor
 pickup by auction rep

delivery/pickup date:

no later than 2/16/18

ITEM#

for use by auction committee

LIVE or SILENT

NO ITEMS ON CONSIGNMENT; ALL ITEMS MUST BE NEW. Donations may be tax-deductible. Please check with your accountant. Arbor Heights PTSA 6-15-35 UBI# 601209296 Federal Tax ID# 91-1447769 Non-profit 501(c)(3), fundraising for school and students at Arbor Heights Elementary 206-252-9250