

Silent Auction Procurement Form

Saturday, March 6th 2010



St. John's Preschool

127 State Street South
Kirkland, WA 98033
425.822.5079

AUCTION COMMITTEE USE ONLY

ITEM #: _____
DATE RCVD: _____
CATALOG #: _____
LOCATION: _____

ITEM INFORMATION

- Physical Item: All physical items need to be available for display at Auction.
- Non-physical Item: Please attach gift certificate or marketing materials for display including photos, brochures, etc.
- Cash Donation: Please make checks payable to "St. John's Preschool"

Item Name _____

Item Description: Please specify in full detail – include size, color, model, restrictions, etc.

Expiration Date (if applicable) _____ Donor Stated Value \$ _____

Please check one:

- Donor to provide gift certificate (please attach)
- Auction Committee to provide gift certificate
- Item will be delivered by February 13, 2010

Donor Information *Required (as it should appear in the catalog)

Donor Name (for catalog): _____

Contact Name: _____ Phone: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Donor Email/Fax: _____

Donor Signature: _____ Date: _____

Solicitor

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

St. John's Preschool Parent Contact (may be same as Solicitor)

Name: _____ Phone: _____

Please mail/deliver by February 13, 2010 to the preschool office or one of the following individuals:

Scotti Records: (recordshome@comcast.net or 425-285-9696)

Jennifer Rex: (jennifer.rex@verizon.net or 425-922-1280)

St. John's Preschool is a registered 501(C)(3) Non-Profit Corporation

Non-Profit Tax ID # 91-0622357