

Auction Procurement Form

Saturday, April 21st 2012



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 March 23, 2012

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

- Same Information as Donor (above)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

St. John's Preschool Parent Contact

- Same as Solicitor (above)

Name: _____ Phone: _____

Please mail/deliver all donations by March 23, 2012.
Arrangements for pick-up may be made by contacting the preschool directly or
The Auction Team at 425-822-5079 or stjohnspreschoolauction@gmail.com.

St. John's Preschool is a registered 501(C)(3) Non-Profit Corporation
Non-Profit Tax ID # 91-0622357