



PROCUREMENT FORM

Heritage Christian Academy Auction

10310 N.E. 195th Street
 Bothell, WA 98011-2930
 425-485-2585
 TIN # 30-0552988

For Office Use Only

Item #

Catalog #

Sections 1-3 must be completed

1	DONOR/BUSINESS NAME	
	CONTACT PERSON (if different than above)	
	ADDRESS	
	CITY/STATE/ZIP	TELEPHONE ()

- 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.
- My company or I wish to donate money via credit card. Please call me to obtain my card information.
- My company or I enclose a check donation in the amount of \$ _____ (tax deductible)
- My company or I wish to donate the following item:

2	DONATED ITEM (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 A: <input type="checkbox"/> Tangible Item (artwork, gift basket, memorabilia, etc.) <input type="checkbox"/> Intangible Item See # 4 (gift certificate, service, trip, etc.)		

3	SIGNATURE OF DONOR (Keep gold copy or make copy)	DATE	PROCURER'S NAME	PHONE	GRADE(S)
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4	↓ The following must be filled out if item is intangible (unless a certificate is attached) ↓
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AUCTION GIFT CERTIFICATE

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

Item: _____ Value \$ _____

Any Restrictions: _____

To Obtain, Contact: _____ Phone: _____

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

Business: _____ Phone: _____

Address: _____ City: _____

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