



PROCUREMENT FORM

Please complete this form and return it with the item no later than March 22, 2019. Thank you for supporting our auction!
 If you have questions about how to complete this form email auction@cascaadek8pts.org. Or call the main office at 206.393.4180

1	SOLICITOR INFORMATION: Please let us know who solicited this donation, and thank you for supporting our school!	
	SOLICITOR'S NAME:	SOLICITOR'S PHONE:

2	DONOR INFORMATION: Please print clearly, and complete this section in full.		
DONOR / BUSINESS NAME			
DONOR / BUSINESS ADDRESS AND CONTACT INFORMATION			
		DONOR PHONE:	DONOR E-MAIL:
		DONOR WEBSITE:	
DONOR / BUSINESS CONTACT PERSON			
DOES DONOR HAVE PICTURES OR DISPLAY MATERIALS THAT WOULD HELP PRESENT THE ITEM? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES , THE PROMOTIONAL MATERIALS ARE: <input type="checkbox"/> ATTACHED <input type="checkbox"/> WILL BE DELIVERED ON DATE:			
PROMOTIONAL MATERIALS WILL BE DELIVERED BY	NAME:	PHONE:	
WOULD DONOR LIKE AN INVITATION TO THE AUCTION? <input type="checkbox"/> YES <input type="checkbox"/> NO Auction will be held April 13, 2019 at Shoreline Community College			
DONOR SIGNATURE:		DATE:	

3	ITEM INFORMATION Remember to fill out one form per item. Even if you procure multiple items or certificates from one donor, each item or service donated requires a separate procurement form. Items may be delivered or mailed to the CK8 main office starting January 15, 2019 and no later than March 22, 2019. Please print clearly, and complete this section in full.	
ITEM NAME	ESTIMATED VALUE \$	
IS THE ITEM <input type="checkbox"/> TANGIBLE or <input type="checkbox"/> A CERTIFICATE	IS THE ITEM ATTACHED TO THIS FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF ITEM IS NOT ATTACHED WHAT DATE WILL IT BE DELIVERED?		<i>All items are due by March 29, 2019</i>
IF ITEM IS NOT ATTACHED WHO WILL DELIVER ITEM	NAME:	PHONE:
IF DONOR DID NOT PROVIDE A GIFT CERTIFICATE, DO YOU NEED THE PTSA TO CREATE ONE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE DONATION INCLUDE ANY RESTRICTIONS OR LIMITATIONS? Such as: expiration date, rules of use special conditions, limitations, restrictions and expiration date if applicable. Unless noted all expiration dates will be April 30, 2020.		
ITEM DESCRIPTION: Please describe item in full. Remember to include item specifics such as: size, color, brand, if applicable.		

AUCTION COMMITTEE ONLY	Storage location	Item Number
	Package with	Catalog Number