

Auction Procurement Form



NORTHWEST
COMMUNITY FOUNDATION

'Improving our communities through Philanthropy, Fundraising, Volunteerism, and Education. "

Mail: PO Box 1729

Shipping: 708 6th St

Prosser, WA 99350

Direct: (509) 781-6800

Email: ANightOut@NWCommunityFoundation.com

501(C)(3) 91-2081470

Please type or print.

Donor Business Name: _____

Donor Contact Person: _____

Donor Address: _____

Donor Telephone Number: _____

Donor interested in auction catalog ad information: Yes No

This donor would like ticket information: Yes No

This donor would like corporate sponsor information: Yes No

Donor's Estimated Retail Value: \$ _____

Donated Item Name as listed in catalog (Brief Description):

- Item Cash — Designated Cash — Undesignated
- Gift Certificate Service Donation Material item not displayed at auction

Detailed Description to appear in Catalog — Include quantity, size, color, number of persons, weeks, days/nights and restrictions, if any.

Expiration Date: _____ Restrictions: _____

For the Donor's records, this certifies the donor has received nothing of value in exchange for this contribution.

CERTIFICATE INFORMATION:

- Did you get an original certificate to attach to this procurement form? Yes No
- If answer is NO, do we have donor's permission to create an inhouse original certificate: Yes No
- Does Auction Committee need to create a display certificate? Yes No

DISPLAY INFORMATION:

Maximum space required: _____ X _____

Item to be delivered by donor? Yes No

Item to be picked up by auction representative? Yes No

Name of person to pick up item: _____

Delivery or pick-up date: _____

BUSINESS OFFICE USE ONLY

Procure Number: _____

Category: _____ Catalog Number: _____

Auction Type: _____

Combine With: _____

Donor Signature: _____ **Date:** _____

X _____

Solicitor/Volunteer Name (PLEASE PRINT) _____

Tel. No. _____