



Somerset Elementary School PTSA

14100 Somerset Blvd SE, Bellevue, WA 98006

Ph: 425-456-5800

2019 Auction Procurement / Donation Form

Thank you in advance for your generous support!

- 1) Please complete a form for each donated item
 - 2) All forms must be received by March 10th, 2019
 - 3) Online forms are also available at www.SomersetPTSA.org
 - 4) Completed forms can be left at the school office or mailed to above address **Attn: 2019 Auction Procurement**
- You can donate online at https://somerseptschoolauction.net/auction2019/donate_items/new

TAX ID# 91-0977239
Keep a copy of this receipt for tax purposes.

Donor Information	Circle one: Business Family/Personal Classroom/Teacher		
	Name : (Business Name or First and Last if Personal Donation)		Contact Person :
	Address:	Does your employer Match Funds for Donations?	
	Phone:	Y / N	Employer:
	Email:	Web-site:	

Procurer	Name :	Phone:
	Notes / Requirements:	

Type of Donation	Tangible Items: (Books, Clothing, Accessories, Gift Baskets, Art, Furniture, etc)	
	_____ Delivered with form	_____ <u>Date</u> To be delivered by donor
		_____ <u>Date</u> Requires pick up by auction rep
	Intangible Items: (Gift Certificates, Services, Trips, etc)	
	_____ Gift Certificate/Attached	_____ PTSA to Make Certificate (**Items Required)
	_____ Expiration Date**	
	_____ Print Name**	_____ Authorizing Signature**

Item Information	Item Name	Fair market Value: \$
	Item Description	
	Additional Restrictions or other Special Instructions or Notes :	