



# Somerset Elementary School PTSA

14100 Somerset Blvd SE, Bellevue, WA 98006 Ph: 425-456-5800

## 2017 Auction Procurement / Donation Form

Thank you in advance for your support!

- 1) Please complete a form for each donated item
- 2) All forms must be received by March 1st, 2017
- 3) Online forms are also available at [www.SomersetPTSA.org](http://www.SomersetPTSA.org)
- 4) Completed forms can be left at the school office or mailed to above address **Attn: 2017 Auction Procurement**

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

<b>Donor Information</b>	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? Y / N      Employer:	
	Phone:	Fax:	
	Email:	Web-site:	
<b>Procurer</b>	Name :		Phone:
	Notes / Requirements:		
<b>Type of Donation</b>	<b>Tangible Items: (Books, Clothing, Accessories, Gift Baskets, Art, Furniture, etc)</b>		
	_____	Delivered with form	_____ Date _____ To be delivered by donor
	_____		_____ Date _____ Requires pick up by auction rep
	<b>Intangible Items: (Gift Certificates, Services, Trips, etc)</b>		
	_____	Gift Certificate/Attached	_____ PTSA to Make Certificate (**Items Required)
	_____ Expiration Date**		
	_____ Print Name**	_____ Authorizing Signature**	
<b>Item Information</b>	Item Name		Fair market Value: \$
	Item Description		
	Additional Restricitons or other Special Instructions or Notes :		