



# Spiritridge Elementary PTSA Benefit Auction Donation Form Friday, March 27, 2009

PTSA Use Only

Proc #:

Catalog #:

**ITEM INFORMATION (Complete one form per item)**

**Item Name:** \_\_\_\_\_

**Value:** \$ \_\_\_\_\_  
(Donor estimated fair market value)

**Describe donation in detail:** *(This description will be used to write the catalog copy. Please complete as much information as possible: i.e., quantity, size, color, number of people, valid dates, label information for wines, etc. Please attach any additional information.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Restrictions:** *(Specific dates, blackout dates, tax & gratuity not included, transportation not included, etc.)* \_\_\_\_\_

**Please Check All That Apply:**

- Tangible Item**       **Certificate Item (Expiration Date: \_\_\_\_\_)**
- Item/Certificate Enclosed**       **PTSA to Create Gift Certificate**
- Item Will Be Delivered**       **Please Pick Up My Item** *(provide contact name)*
- I Will Provide Display Material** *(Due March 20th., 2009)*
- I Will Pick Up Display Material**       **I Would Like an Invitation**

**Delivery/Pick-Up Instructions:** \_\_\_\_\_

**Contact name & phone for arrangements:** \_\_\_\_\_

**Contact e-mail address:** \_\_\_\_\_

**Donor Signature:** *(required)* \_\_\_\_\_

**Please Accept My Cash Donation instead:**       **Amount Included:** \_\_\_\_\_

**DONOR NAME AS IT WILL APPEAR IN CATALOG**

\_\_\_\_\_  
Donor/Company Name

\_\_\_\_\_  
Contact Name *(if different from above)*      Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City      State      Zip

\_\_\_\_\_  
Business Phone      Home Phone      Fax

\_\_\_\_\_  
Donor Email Address

\_\_\_\_\_  
Name of Procurement Rep      Phone

**Thank you for your generous donation to the Spiritridge PTSA!**

Your donation is tax deductible to the extent allowed by law. Please check with your tax advisor. Spiritridge PTSA is a registered 501(c)(3) non-profit organization. **Federal Tax ID #91-0955011.**

*Please Return To:*  
Spiritridge PTSA  
Attn: Procurement Chair  
16401 SE 24<sup>th</sup> ST  
Bellevue, WA 98008  
(425) 643-1949  
Fax: (425) 456-5967  
Email: [auction@spiritridge.org](mailto:auction@spiritridge.org)

Items & form must be received by **February, 27 2009** to ensure inclusion in the Auction Catalog