



Spiritridge Elementary PTSA Benefit Auction Donation Form Saturday, February 27, 2010

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 February 19th, 2010)*
- 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 24th ST
Bellevue, WA 98008
(425) 643-1949
Fax: (425) 456-5967
Email: auction@spiritridge.org

Items & form must be received by **January, 29
2010** to ensure inclusion in the Auction Catalog