

Tracking # \_\_\_\_\_

Catalog # \_\_\_\_\_

### Newport Heights Elementary PTA Auction



# "Under the Sea"

Saturday, March 21, 2009

## Auction Procurement Form

Procurement deadline: February 28, 2009



**Please fill out the entire form and print clearly.**

Item Name for Catalog: \_\_\_\_\_

Item Catalog Description: \_\_\_\_\_  
*(Please give as much detail as possible. Include menus, flyers or other small items that will help to advertise your item.)*

Restrictions: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Donor Stated Value: \$ \_\_\_\_\_  
*Expiration date will be March 21, 2010 unless stated otherwise.*

Donor/Company Name: \_\_\_\_\_ Web site: \_\_\_\_\_

Donor Name for Catalog: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Donor Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Item Information

- Physical Item:** All physical items must be available for display at the auction.
- Non-Physical Item:** Please attach gift certificates and any marketing materials for display.
- Cash Donation:** Please attach check to this form.

#### Solicitor Information

Solicitor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PTA Member: \_\_\_\_\_

Procurement form must be signed by a PTA member in good standing. If signed by a PTA member, form can serve as a tax receipt for your donation. Newport Heights Elementary is a 501 (c) (3).

**Please send to:**

#### Check List

##### Physical Items:

I will arrange delivery to: \_\_\_\_\_ by (date) \_\_\_\_\_

##### Non-Physical Items:

- I have attached a gift certificate.
- I have attached marketing materials for display.

WHITE - DATA ENTRY  
YELLOW - STAYS WITH ITEM  
PINK - DONOR