



# Arbor Heights PTSA

Saturday, April 29, 2023  
The Brockey Center

## 2023 Procurement Form

### THANK YOU FOR YOUR SUPPORT!

Please be as complete as possible in completing this form, as it will be used to develop the description of your donation in the event program, to acknowledge your contribution and serve as tax-deductible information.

**DONATED ITEM:** \_\_\_\_\_

**ESTIMATED RETAIL VALUE:** \_\_\_\_\_

### DONOR INFORMATION:

**Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**DONOR RECOGNITION: (for auction catalogue)** \_\_\_\_\_

**ITEM DESCRIPTION:** Please include information such as color, size, model, features, etc.

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**GIFT CARDS:**  Donor to Provide  Auction to Provide

**RESTRICTIONS & EXPIRATION:** Please note any restrictions and/or expiration dates to your in-kind donation. (e.g., Valid through December 2022; Valid only on weekends).

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

Expiration Date: \_\_\_\_\_

**ITEM DELIVERY:** Please coordinate delivery of the donated item and supporting collateral.

Attached/Enclosed: \_\_\_\_\_

To be delivered to AH by (date) : \_\_\_\_\_

AH representative to pick up by : \_\_\_\_\_  
Can be secured by contacting : \_\_\_\_\_

**DONOR SIGNATURE**

**DATE**

NO ITEMS ON CONSIGNMENT; ALL ITEMS MUST BE NEW. Donations may be tax-deductible. Please check with your accountant. Arbor Heights PTSA 6-15-35 UBI# 601209296 Federal Tax ID# 91-1447769 Non-profit 501(c)(3), fundraising for school and students at Arbor Heights Elementary.